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ਨੰ: 7/14/2011-1ਪੀ.ਪੀ.1/117

ਪੰਜਾਬ ਸਰਕਾਰ

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ

(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ, ਮੰਡਲਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ
ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟ੍ਰੇਟ, ਪੰਜਾਬ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 06/ਫਰਵਰੀ, 2014

ਵਿਸ਼ਾ :- ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਅਧੀਨ 4,9 ਅਤੇ 14 ਸਾਲਾਂ ਲਾਭ ਬਣਦੀ ਮਿਤੀ ਤੋਂ ਦੇਣ
ਬਾਰੇ ਸਪੱਸ਼ਟੀਕਰਨ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ

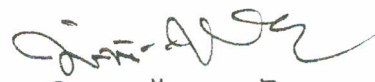
ਨੰ: 7/37/98-5ਪੀ.ਪੀ.1/12851, ਮਿਤੀ 25.9.1998, ਪੱਤਰ ਨੰ: 7/60/2006-
5ਪੀ.ਪੀ.1/15963, ਮਿਤੀ 3-11-2006, ਨੰ: 7/84/98-5ਪੀ.ਪੀ.1/4426, ਮਿਤੀ
17-4-2000, ਅੰ:ਵਿ:ਪੱ:ਨੰ: 7/56/99-5ਪੀ.ਪੀ.1/8014 ਮਿਤੀ 27-06-2000 ਅਤੇ
ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 5/138/09-3ਐਫਪੀ1/881 ਮਿਤੀ 01-12-2011 ਵੱਲ
ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਜਿਨ੍ਹਾਂ ਰਾਹੀਂ 8/16/24/32; 4/9/14 ਅਤੇ 10/20 ਸਾਲਾ
ਐਸ਼ੋਰਡ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੈਸ਼ਨ ਸਕੀਮਾਂ ਲਾਗੂ ਕੀਤੀਆਂ ਗਈਆਂ ਸਨ, ਮਾਮਲੇ ਬਾਰੇ ਕੁੱਝ ਵਿਭਾਗਾਂ
ਵੱਲੋਂ ਸਪੱਸ਼ਟੀਕਰਨ ਮੰਗਿਆ ਗਿਆ ਹੈ ਕਿ ਇਸ ਸਕੀਮ ਅਧੀਨ ਹਰੇਕ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਨੂੰ
ਏ.ਸੀ.ਪੀ. ਦਾ ਲਾਭ ਦੇਣ ਲਈ ਉਸ ਦੀ 8/16/24/32 ਜਾਂ 4/9/14 ਜਾਂ 10/20 ਸਾਲ ਦੀ
ਸੇਵਾ ਲਈ ਪਾਤਰਤਾ ਕਿਸ ਮਿਤੀ ਤੋਂ ਮਿੱਥੀ ਜਾਣੀ ਹੈ। ਕੁੱਝ ਕੁ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਇਹ ਵੀ
ਸਪੱਸ਼ਟੀਕਰਨ ਮੰਗਿਆ ਗਿਆ ਹੈ ਕਿ ਜੇਕਰ ਕਿਸੇ ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਦਾ ਰਿਕਾਰਡ ਮਿਆਰੀ
ਨਾ ਹੋਣ ਕਾਰਨ ਏ.ਸੀ.ਪੀ. ਦਾ ਲਾਭ ਨਿਸ਼ਚਿਤ ਸਮੇਂ ਤੋਂ ਦੇਣ ਦੀ ਬਜਾਏ ਅੱਗੇ ਪਾ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ
ਤਾਂ ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਅਗਲੀ ਸਟੇਜ ਤੇ ਏ. ਸੀ. ਪੀ. ਦਾ ਲਾਭ ਦੇਣ ਸਬੰਧੀ ਉਸ ਦੀ ਪਾਤਰਤਾ
ਲਈ ਉਸਦੀ ਸੇਵਾ ਕਾਡਰ ਵਿਚ ਮੁੱਢਲੀ ਰੈਗੂਲਰ ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ ਤੋਂ ਵਿਚਾਰੀ ਜਾਣੀ ਹੈ ਜਾਂ
ਜਿਸ ਮਿਤੀ ਨੂੰ ਪਿਛਲਾ ਏ. ਸੀ. ਪੀ. ਦਾ ਲਾਭ ਦਿੱਤਾ ਗਿਆ ਹੈ, ਉਸ ਮਿਤੀ ਤੋਂ ਬਾਅਦ ਸੇਵਾ
ਗਿਣਕੇ ਵਿਚਾਰੀ ਜਾਣੀ ਹੈ।

3. ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 7/84/98-5ਪੀ.ਪੀ.1/4428, ਮਿਤੀ 17-
4-2000, ਅਤੇ ਹਦਾਇਤਾਂ ਨੰ: 7/42/97-5ਪੀ.ਪੀ.1/2836, ਮਿਤੀ 2-3-2001 (ਜਿਨ੍ਹਾਂ ਦੀ

ਕਾਪੀ ਕ੍ਰਮਵਾਰ ਸੇਵਾ ਮੈਨੂਅਲ ਭਾਗ-5 ਦੇ ਪੰਨਾ/ 373, ਅਤੇ ਪੰਨਾ/416 ਤੇ ਉਪਲਬਧ ਹੈ) ਦੇ ਸਨਮੁੱਖ ਪਹਿਲਾਂ ਹੀ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾ ਚੁੱਕਾ ਹੈ ਕਿ ਸਬੰਧਤ ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਨੂੰ ਏ. ਸੀ. ਪੀ. ਸਕੀਮ ਅਧੀਨ ਉਚੇਰੇ ਸਕੇਲ ਵਿੱਚ ਪਲੇਸਮੈਂਟਾਂ / ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਦੇਣ ਹਿੱਤ ਕੇਵਲ ਉਹੀ ਸੇਵਾ ਗਿਣੀ ਜਾਣੀ ਹੈ, ਜੋ ਸੀਨੀਅਰਤਾ ਅਤੇ ਸਲਾਨਾ ਤਰੱਕੀ ਲਈ ਗਿਣੀ ਜਾਂਦੀ ਹੈ ਮਸਲਨ ਤਦ ਅਰਥ/ਪ੍ਰਵੀਨਤਾ ਤੌਰ ਤੇ / ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੀਤੀ ਸੇਵਾ ਜਾਂ ਸਲਾਨਾ ਤਰੱਕੀ ਦਾ ਲਾਭ ਨਾ ਮਿਲਣਯੋਗ ਬਿਨਾਂ ਤਨਖਾਹ ਛੁੱਟੀ / ਆਸਾਧਾਰਣ ਛੁੱਟੀ ਦਾ ਸਮਾਂ/ ਮੁਅੱਤਲੀ ਅਧੀਨ ਸਮਾਂ ਜੋ ਡਿਊਟੀ ਟਰੀਟ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਹੈ ਜਾਂ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਬੰਦ ਕੀਤੀਆਂ ਗਈਆਂ ਸਜਾਵਾਂ ਆਦਿ ਦੌਰਾਨ ਕੀਤੀ ਗਈ ਸੇਵਾ ਦਾ ਲਾਭ ਇਸ ਸਕੀਮ ਅਧੀਨ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੈ।

4. ਮਾਮਲੇ ਬਾਰੇ ਇਹ ਵੀ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਮਿਤੀ 25-09-1998 ਅਤੇ 03-11-2006 ਜੋ ਹਦਾਇਤਾਂ ਮਿਤੀ 25-09-1998 ਦੀ ਆਪਸ਼ਨਲ ਸਕੀਮ ਹੈ, ਹਦਾਇਤਾਂ ਮਿਤੀ 17-04-2000 ਅਤੇ ਹਦਾਇਤਾਂ ਮਿਤੀ 27-06-2000 / 01-12-2011 ਅਨੁਸਾਰ ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦਾ ਸੇਵਾ ਰਿਕਾਰਡ ਮਿਆਰੀ ਨਾ ਹੋਵੇ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦਾ ਕੇਸ ਸਾਲ ਦਰ ਸਾਲ ਵਿਚਾਰਿਆ ਜਾਂਦਾ ਹੈ ਅਤੇ ਏ. ਸੀ. ਪੀ. ਦੇ ਕੇਸ ਤਰੱਕੀ ਦੇ ਕੇਸਾਂ ਦੀ ਤਰ੍ਹਾਂ ਵਿਚਾਰੇ ਜਾਂਦੇ ਹਨ। ਇਸ ਤਰ੍ਹਾਂ ਜੇਕਰ ਕਿਸੇ ਕਰਮਚਾਰੀ / ਅਧਿਕਾਰੀ ਦਾ ਸੇਵਾ ਰਿਕਾਰਡ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਮਿਆਰੀ ਨਾ ਹੋਣ ਕਰਕੇ ਏ. ਸੀ. ਪੀ. ਸਕੀਮ ਅਧੀਨ ਲੋੜੀਂਦਾ ਲਾਭ ਬਣਦੀ ਮਿਤੀ ਤੋਂ ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ ਤਾਂ ਅਗਲੀ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ (ਆਂ)/ਉਚੇਰੇ ਸਕੇਲ(†) ਵਿੱਚ ਪਲੇਸਮੈਂਟ ਦਾ ਲਾਭ ਕੇਵਲ ਉਸ ਮਿਤੀ ਤੋਂ ਬਾਦ ਹੀ 8 / 10 ਸਾਲ ਜਾਂ ਪੰਜ ਸਾਲ ਦੀ ਸੇਵਾ, ਜਿਹੌਂ ਜਿਹੀ ਵੀ ਸਥਿਤੀ ਹੋਵੇ, ਗਿਣਕੇ ਮਿਲਣਯੋਗ ਹੋਵੇਗਾ ਜਿਸ ਮਿਤੀ ਤੋਂ ਉਸਨੂੰ ਪਿਛਲਾ ਲਾਭ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਮਸਲਨ ਹਦਾਇਤਾਂ ਮਿਤੀ 25-9-1998 ਅਤੇ 27-6-2000 ਦੀ ਰੋਸ਼ਨੀ ਵਿੱਚ ਲੋੜੀਂਦਾ ਲਾਭ ਦੇਣ ਹਿੱਤ ਉਸ ਦੀ ਸੇਵਾ ਉਸ ਮਿਤੀ ਤੋਂ ਬਾਅਦ 8 ਸਾਲ ਦੀ ਗਿਣੀ ਜਾਣੀ ਹੈ, ਜਿਸ ਮਿਤੀ ਤੋਂ ਉਸਨੂੰ ਪਿਛਲਾ ਲਾਭ ਦਿੱਤਾ ਗਿਆ ਹੈ ਅਤੇ ਹਦਾਇਤਾਂ ਮਿਤੀ 3-11-2006 ਜਾਂ 17-4-2000 ਦੀ ਰੋਸ਼ਨੀ ਵਿੱਚ ਉਸ ਦੀ ਸੇਵਾ ਉਸ ਮਿਤੀ ਤੋਂ ਬਾਅਦ ਅਗਲੇ ਪੰਜ ਸਾਲ ਦੀ ਗਿਣੀ ਜਾਣੀ ਹੈ, ਜਿਸ ਮਿਤੀ ਤੋਂ ਉਸਨੂੰ ਪਿਛਲਾ ਲਾਭ ਦਿੱਤਾ ਗਿਆ ਹੈ।

ਵਿਸ਼ਵਾਸਪਾਤਰ


ਅਧੀਨ ਸਕੱਤਰ, ਪ੍ਰਸ਼ਨਲ
ਮ.2.

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸੇਲ ਵਿਭਾਗ
(ਪ੍ਰਸੇਲ ਪਾਲਿਸੀ ਸ਼ਾਖਾ-1)

ਵਿਸ਼ਾ:- ਦਰਜਾ-1 ਅਤੇ 2 (ਹੁਣ ਗਰੁੱਪ 'ਏ' ਅਤੇ ਗਰੁੱਪ 'ਬੀ') ਦੇ ਤਰੱਕੀ ਦੇ ਕੇਸ ਨੂੰ ਵਿਚਾਰਨ ਲਈ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਲਈ ਅਜੰਡਾ ਸਮੇਂ ਸਿਰ ਭੇਜਣ ਬਾਰੇ।

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨ/ਪ੍ਰਮੁੱਖ ਮੈਂਬਰ/ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਗ.ਸ.ਪੰ.ਨੰ: 3/64/95-3ਪੀ.ਪੀ.(1)/25643, ਮਿਤੀ 21 ਨਵੰਬਰ, 1995 ਅਤੇ ਨੰ: 3/53/2001-3ਪੀ.ਪੀ.(1)/8180, ਮਿਤੀ 1.6.2001 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨ।

2. ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰਾਂ ਰਾਹੀਂ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਪੱਤਰ ਨੰ: 4/24/91-3ਪੀ.ਪੀ.(1)/8560, ਮਿਤੀ 19.5.1993 ਰਾਹੀਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਦੁਹਰਾਇਆ ਗਿਆ ਸੀ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਲਿਖਿਆ ਗਿਆ ਸੀ ਕਿ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਵਿਚ ਵਿਚਾਰਿਆ ਜਾਣ ਵਾਲਾ ਅਜੰਡਾ ਬੈਠਕ ਦੀ ਮਿਤੀ ਤੋਂ ਘੱਟੋ-ਘੱਟ 15 ਦਿਨ ਪਹਿਲਾਂ ਭੇਜਿਆ ਜਾਵੇ। ਇਹ ਆਮ ਤੌਰ ਤੇ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਇੰਨ ਪਾਲਣਾ ਨਹੀਂ ਹੋ ਰਹੀ ਹੈ ਅਤੇ ਅਜੰਡਾ ਨੇਟ ਬੈਠਕ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਇੱਕ ਸਾਂ ਦੇ ਦਿਨ ਪਹਿਲਾਂ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜਾਂ ਫਿਰ ਕਈ ਵਾਰ ਬਿਲਕੁਲ ਮੌਕੇ ਤੇ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਵਿੱਚ ਹੀ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ, ਜਿਸ ਕਾਰਨ ਅਜੰਡਾ ਨੇਟ ਨੂੰ ਪ੍ਰਬੰਧਨ ਮੁਸ਼ਕਲ ਹੋ ਜਾਂਦਾ ਹੈ। ਇਥੋਂ ਤੋਂ ਕਿ ਉਸ ਅਜੰਡੇ ਨੂੰ ਇਤਨੇ ਥੋੜ੍ਹੇ ਸਮੇਂ ਵਿੱਚ ਪੜ੍ਹਨਾ ਵੀ ਮੁਸ਼ਕਿਲ ਹੋ ਜਾਂਦਾ ਹੈ। ਇਸ ਲਈ ਇਸ ਸਬੰਧ ਵਿੱਚ ਮੁੜ ਬੈਠਕੀ ਹੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਰੱਖਣ ਬਾਰੇ ਨੋਟਿਸ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਵਲੋਂ ਘੱਟੋ-ਘੱਟ ਇੱਕ ਮਹੀਨਾ ਪਹਿਲਾਂ ਕੱਢਿਆ ਜਾਵੇ ਅਤੇ ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਅਜੰਡਾ ਨੇਟ ਬੈਠਕ ਦੀ ਮਿਤੀ ਤੋਂ 15 ਦਿਨ ਪਹਿਲਾਂ ਹਰ ਹਾਲਤ ਵਿੱਚ ਭੇਜਿਆ ਜਾਵੇ। ਜੇਕਰ ਅਜੰਡਾ ਨੇਟ ਮਿੱਥੇ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਨਹੀਂ ਪ੍ਰਾਪਤ ਹੁੰਦਾ ਤਾਂ ਇਸ ਵਿਭਾਗ ਦੀ ਕੋਈ ਜ਼ਿੰਮੇਵਾਰੀ ਨਹੀਂ ਹੋਵੇਗੀ ਕਿ ਉਹ ਆਪਣਾ ਕੁਆਇੰਟਾ ਬੈਠਕ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਭੇਜੇ।

-ਚਲਦਾ---

3. ਭਵਿੱਖ ਵਿੱਚ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨਾਇਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਵੀ ਭੇਜੀ ਜਾਵੇ।


ਸੈਕਰਟਰੀ ਸਕੱਤਰ ਪ੍ਰਸ਼ੋਲ
੨

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿੱਤੀ ਰਾਸ਼ਟਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।

ਸੀ.ਵਿ.ਪੱ.ਨੰ:3/3/2003-2ਪੀ.ਪੀ.(1)/5/75

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 20-3-2003

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਦੇ ਸਮੂਹ ਸੁਪਰਡੈਂਟ ਅਤੇ
ਮੰਤਰੀ ਸਹਿਬਾਨ ਦੇ ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ/ਸਕੱਤਰ/ਨਿੱਜੀ ਸਕੱਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਅਤੇ ਯੋਗ
ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।


ਸੁਪਰਡੈਂਟ
੨

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਦੇ
ਸਮੂਹ ਸੁਪਰਡੈਂਟ ਅਤੇ ਮੰਤਰੀ ਸਹਿਬਾਨ ਦੇ ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ/
ਸਕੱਤਰ/ ਨਿੱਜੀ ਸਕੱਤਰ, ਚੰਡੀਗੜ੍ਹ।

ਸੀ.ਵਿ.ਪੱ.ਨੰ:3/3/2003-2ਪੀ.ਪੀ.(1)/5/76

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 20/3/2003

(37)

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸੇਕਿਊਟਿਓਨ
(ਪ੍ਰਸੇਕਿਊਟਿਓਨ ਸ਼ਾਖਾ-1)

ਵਿਸ਼ਾ: - ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ।

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ
ਕ੍ਰਿਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਬੇਚਨ ਕਰਨ।

2. ਉਨ੍ਹਾਂ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਅੰ.ਵਿ.ਪ੍ਰ.ਨੰ: 9/30/98-4ਪੀ.ਪੀ.1 / 13296, ਮਿਤੀ 12.10.1998 ਵੱਲ ਦਿਵਾਇਆ ਜਾਂਦਾ ਹੈ ਜਿਸ ਰਾਹੀਂ ਉਨ੍ਹਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਅਜੇ ਵੀ ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ ਅਤੇ ਕਈ ਵਿਭਾਗ ਅਜਿਹੇ ਵੀ ਹਨ ਜਿਨ੍ਹਾਂ ਨੇ ਸੇਵਾ ਨਿਯਮ ਹਾਨੀ ਤੱਕ ਨਹੀਂ ਬਣਾਏ ਹਨ। ਇਨ੍ਹਾਂ ਦੀ ਅਣਹੋਂਦ ਕਾਰਨ ਸੇਵਾ ਮਾਮਲਿਆਂ ਬਾਰੇ ਕਈ ਤਰ੍ਹਾਂ ਦੇ ਝਗੜੇ ਉਤਪੰਨ ਹੁੰਦੇ ਹਨ ਅਤੇ ਕਰਮਚਾਰੀ ਕੋਰਟਾਂ ਦਾ ਸਹਾਰਾ ਲੈਂਦੇ ਹਨ। ਉਨ੍ਹਾਂ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਮਿਤੀ 9.6.1994 ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ 1994 ਦੀ ਕਾਪੀ ਭੇਜ ਦਿੱਤੀ ਗਈ ਸੀ ਕਿ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਆਪਣੇ ਅਧੀਨ ਵਿਭਾਗ ਦੇ ਸੇਵਾ ਨਿਯਮ ਭਾਰਤ ਦੇ ਸੰਵਿਧਾਨ ਦੇ ਅਨੁਸ਼ੇਦ 309 ਅਧੀਨ ਤੁਰੰਤ ਬਣਾਉਣ ਦੀ ਬੇਚਨ ਕਰਨ ਅਤੇ ਇਸ ਬਾਰੇ ਪ੍ਰਗਤੀ ਰਿਪੋਰਟ ਹਰ ਮਹੀਨੇ ਦੀ 7 ਤਾਰੀਖ ਤੱਕ ਭੇਜਿਆ ਕਰਨ। ਇਸ ਤੋਂ ਬਾਅਦ ਵੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਕੇ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਆਪਣੇ ਅਧੀਨ ਵਿਭਾਗ ਦੇ ਦਰਜਾ-1, II ਅਤੇ III ਕੈਟਾਗਰੀਆਂ ਦੇ ਸੇਵਾ ਨਿਯਮ, ਜੇਕਰ ਅਜੇ ਨਹੀਂ ਬਣਾਏ ਹਨ ਤਾਂ, ਬਣਾਉਣ ਬਾਰੇ ਨਿੱਘਰ ਮਾਮਲਿਆਂ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਦੇਣ ਬਾਰੇ ਤੁਰੰਤ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਨ ਅਤੇ ਅੰਤਿਮ ਰੂਪ ਦੇਣ ਦੇ ਕੰਮ ਨੂੰ 6 ਮਹੀਨਿਆਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਨਿਪੇ ਚਾੜਿਆ ਜਾਵੇ।

3. ਹੁਣ ਪ੍ਰਸੇਕਿਊਟਿਓਨ ਦੇ ਅੰ.ਵਿ.ਪ੍ਰ.ਨੰ: 5/13/98-1ਪੀ.ਪੀ.1/11388, ਮਿਤੀ 8.9.2000 ਅਨੁਸਾਰ ਦਰਜਾ-1, II ਅਤੇ III ਆਸਾਮੀਆਂ ਨੂੰ ਤਨਖਾਹ ਦੇ ਆਧਾਰ ਤੇ ਗਰੁੱਪ ਏ, ਬੀ ਅਤੇ ਸੀ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਇਸ ਲਈ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦਿਆਂ ਜਿਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਨੇ ਸੇਵਾ ਨਿਯਮਾਂ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ ਅਤੇ ਮਾਮਲਾ ਅਜੇ ਨਿੱਘਰ ਹੈ, ਬਾਰੇ ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਨਿਪੇ ਚਾੜਨ ਬਾਰੇ ਅਗਲੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਨ ਤਾਂ ਜੋ ਤਰੱਕੀ/ਹੋਰ ਮਾਮਲਿਆਂ ਵਿੱਚ ਬੇਲੋੜੀ ਦੇਰੀ ਨਾ ਹੋਵੇ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਸਕੱਤਰ ਸਕੱਤਰ ਪ੍ਰਸੇਕਿਊਟਿਓਨ

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ
ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੰ.ਵਿ.ਪ੍ਰ.ਨੰ: 9/30/98-4ਪੀ.ਪੀ.1/8326

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 13/5/03

ਨੰ: 15/9/03-1ਪੀ.ਪੀ.1/19595

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੋਲ ਵਿਭਾਗ
(ਪ੍ਰਸ਼ੋਲ ਪਾਲਿਸੀ ਸ਼ਾਖਾ-1)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 14/8/03

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ
ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸ) ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ।

ਵਿਸ਼ਾ: - ਮੰਡਲ, ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਉਪ ਮੰਡਲ ਪੱਧਰ ਤੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ
ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਕ੍ਰਮਵਾਰ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ
ਅਫਸਰ (ਸ) ਵਲੋਂ ਨਿਖਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 14102-ਜੀ-1-51/22928,
ਮਿਤੀ 15.11.57, ਨੰ: 10542-ਜੀ-111-59/26741, ਮਿਤੀ 17.12.59, ਨੰ: 12075-
2ਜੀ.ਐਸ.76/5476, ਮਿਤੀ 9.2.77, ਨੰ: 15/7/78-2ਪੀ.ਪੀ.1/9027, ਮਿਤੀ
14.9.79 ਅਤੇ ਨੰ: 15/19/89-1ਪੀ.ਪੀ.1/1387, ਮਿਤੀ 23.1.99 ਵੱਲ ਧਿਆਨ
ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਨਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ
ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਮੰਡਲ ਅਤੇ ਉਪ ਮੰਡਲ ਪੱਧਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ
ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਤੇ ਹੇਠ ਲਿਖੇ ਪੱਖਾਂ ਤੇ ਕ੍ਰਮਵਾਰ ਕਮਿਸ਼ਨਰ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)(ਹੁਣ ਸਬ ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟ) ਦੇ
ਕਬਜ਼ੇ ਦਰਜ ਕੀਤੇ ਜਾਣੇ ਹੁੰਦੇ ਹਨ: -

- 1) ਇਮਾਨਦਾਰੀ ਅਤੇ ਜ਼ੋਰਦਾਰ।
- 2) ਜਲਤਾ ਨਾਲ ਸਬੰਧ।
- 3) ਉਸਾਰੀ ਸਕੀਮਾਂ ਨਾਗੂ ਕਰਨ ਬਾਰੇ ਕੰਮ ਅਤੇ ਸਰਕਾਰ ਦੀ ਨੀਤੀ।

2. ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਉਕਤ ਹਦਾਇਤਾਂ ਦੀ ਪੂਰੀ
ਤਰ੍ਹਾਂ ਪਾਲਣਾ ਨਹੀਂ ਹੋ ਰਹੀ ਅਤੇ ਕਈ ਵਿਭਾਗਾਂ ਵਲੋਂ ਤਾਂ ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗ ਨਾਲ ਸਬੰਧਤ
ਅਧਿਕਾਰੀਆਂ ਬਾਰੇ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਫਾਰਮ ਵੀ ਕਮਿਸ਼ਨਰਾਂ/ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ/ਉਪ
ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ ਨੂੰ ਉਨ੍ਹਾਂ ਬਾਰੇ ਕਬਜ਼ੇ ਦਰਜ ਕਰਨ ਲਈ ਨਹੀਂ ਭੇਜੇ ਜਾਂਦੇ। ਜਦੋਂ ਕਿ ਇਨ੍ਹਾਂ
ਕਬਜ਼ੇ ਤੋਂ ਬਗੈਰ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਨੂੰ ਖਰੀਦਨ ਨਾ ਸਮਝਣ ਲਈ ਵੀ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ
ਹੋਈਆਂ ਹਨ।

-ਚਲਦਾ--2

3. ਇਸ ਲਈ, ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਨੂੰ ਖੜ ਦੁਹਰਾਉਂਦੇ ਹੋਏ ਇਹ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਦੀ ਦਿੜਤਾ ਨਾਲ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਨਈ ਚੁਰੂਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮੰਡਲ/ਜ਼ਿਲਾ/ਉਪ ਮੰਡਲ ਪੱਧਰ ਦੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧਤ ਕਮਿਸ਼ਨਰ/ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ/ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ ਪਾਸੇ ਹਰ ਹਾਲਤ ਵਿੱਚ ਰਿਕਾਰਡ ਕਰਵਾਉਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਅਤੇ ਇਸ ਬੇ ਬਿਨਾਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਅਧੂਰੀ ਸਮਝੀ ਜਾਵੇ।

4. ਇਨ੍ਹਾਂ ਰਿਪੋਰਟਾਂ ਤੋਂ ਬਗੈਰ ਗੁਪਤ ਰਿਪੋਰਟ ਅਧੂਰੀ ਮੰਨੀ ਜਾਣੀ ਹੈ, ਇਸ ਕਰਕੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਪਦ-ਉਲਟੀ/ਉਚੇਰੇ ਤਨਖਾਹ ਸਕੇਲ ਵਿੱਚ ਪਨੈਸਮੈਂਟ/ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ ਆਦਿ ਬਾਰੇ ਮਾਮਲੇ ਇਨ੍ਹਾਂ ਰਿਪੋਰਟਾਂ ਬਿਨਾਂ ਨਹੀਂ ਵਿਚਾਰੇ ਜਾਣਗੇ।

5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਸੰਯੁਕਤ ਸਕੱਤਰ ਪ੍ਰਸੈਲ

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਤਾਰਾ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਨੂੰ ਉਕਤ ਹਦਾਇਤਾਂ ਦੇ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਉਣ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸੰਯੁਕਤ ਸਕੱਤਰ ਪ੍ਰਸੈਲ

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
2. ਸਮੂਹ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
3. ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਜੀ.ਵਿ.ਪੋ.ਨੰ:15/9/03-1ਪੀ.ਪੀ.1/19596

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 14/8/03

ਠੰ: 6/16/96-1ਪੀਪੀ1/22222
ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ
(ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਿਸੀ-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ
ਰਾਜ ਦੇ ਸਮੂਹ ਉਪ ਮੈਂਡਲ ਅਫਸਰ (ਸਿਵਲ)

ਮਿਤੀ, ਦਿੱਤੀ ਗਈ: 30 ਨਵੰਬਰ, 1997.

ਵਿਸ਼ਾ: ਸੀਨੀਅਰ ਸਰਾਇਕ ਗ੍ਰੇਡ ਪ੍ਰੀਖਿਆ ਵਿੱਚ ਬੈਠਣ ਨਈਂ
ਮਿੱਥੀ ਸੇਵਾ ਪੂਰੀ ਕਰਨ ਸਬੰਧੀ ਸਪਸ਼ਟੀਕਰਣ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਖੇ ਤੇ ਮੈਂ ਆਪ ਜੀ ਦਾ ਧਿਆਨ
ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਦੱਸਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸੀਨੀਅਰ
ਸਰਾਇਕ ਗ੍ਰੇਡ ਪ੍ਰੀਖਿਆ ਵਿੱਚ ਬੈਠਣ ਨਈਂ ਪੰਜਾਬ ਸੀਨੀਅਰ ਸਰਾਇਕ
ਗ੍ਰੇਡ ਪ੍ਰੀਖਿਆ ਨਿਯਮ, 1984 ਦੇ ਨਿਯਮ 7 ਅਧੀਨ ਮਿਤੀ 28.6.91
ਦੀ ਨੀਤੀ ਦੇ ਅਨੁਸਾਰ ਹੋਣਾ ਕਾਫ਼ੀ ਵਿੱਚ ਤੁਹਾਨੂੰ ਦੀ ਸੇਵਾ ਮਿਲੀ
ਨਈਂ।
ਜੀ ਹ, ਇਸ ਨੂੰ ਸਪਸ਼ਟੀਕਰਣ ਮੰਗੇ ਗਏ ਹਨ।/ ਵਿਭਾਗਾਂ ਵਲੋਂ ਇਹ
ਪ੍ਰੀਖਿਆ ਪ੍ਰੀਤਮਾਂ ਦੇ ਨਿਕੀ ਬਦਲੀ ਰਾਹੀਂ ਇੱਕ ਦਫ਼ਤਰ ਤੇ ਦੂਜੇ ਦਫ਼ਤਰ ਵਿੱਚ
ਮਿਲਾਉਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਪੰਜ ਸਾਲ ਦੀ ਸੇਵਾ
ਪੂਰੀ ਹੋਣ ਨਈਂ ਤੁਹਾਨੂੰ ਦੇ ਪਿਛਲੇ ਵਿਭਾਗ ਦੀ ਸੇਵਾ ਨੂੰ ਵੀ ਗਿਣਿਆ

ਸਰਕਾਰੀ ਹੁਕਮ:

ਜਿਸ ਹੁਕਮ ਦੇ ਸਰਕਾਰ ਵਲੋਂ ਵਿਚਾਰ ਕੀਤੀ ਗਈ ਹੈ।
ਪੰਜਾਬ ਸੀਨੀਅਰ ਸਰਾਇਕ ਗ੍ਰੇਡ ਪ੍ਰੀਖਿਆ ਨਿਯਮ, 1984 ਦੇ ਨਿਯਮ-7

ਸੰ: 309 and 318/Amd(4)/91.

Contd..2

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No.4/59/03-3PPI/25920

Government of Punjab
Department of Personnel
(Personnel Policies-I Branch)

Dated, Chandigarh, the 24th Dec.03

To

All the Heads of Departments.
Registrar, Punjab And Haryana High Court,
Commissioners of Divisions,
Deputy Commissioners; and
Sub Divisional Magistrates in the State of Punjab.

Subject:-

Guidelines of Departmental Promotion Committees for
considering cases of persons appointed from wards / widows of
(Now Group 'A' and Group 'B' posts).

Sir/Madam,

I am directed to invite your kind attention to this department circular letter No.4/6/2000-3PPI/23720-21 dated 6th September, 2001, on the subject noted above and to say that it has come to the notice of the Government that there are some officers appointed from wards / widows of deceased services personnel who have become due for promotion and are eligible as per relevant service rules, but as per this department's instructions, in case they have not obtained 5 years ACR's for assigning marks required for promotion, and thus are not being considered for promotion. After due consideration the Government has now decided that in case a person appointed by direct recruitment as noted above and has obtained requisite experience for his next promotion as per Service Rules, even though the person has not rendered 5 years service and as such not obtained 5 ACR's as required in terms of para 1© of instructions dated 6.9.2001, then, where necessary, proportionately lower marks shall be taken into account for assessing his suitability for promotion provided that he has successfully completed his period of probation. However, it may be reiterated that condition of minimum service required as per relevant Service Rules shall have to be fulfilled.

2. Illustration in this regard is given as under:-

In 5 ACR's minimum marks required = 12 marks

In 3 ACR's minimum marks required = $\frac{12 \times 3}{2} = 7.2$

5

means 7 marks .

Contd. P/2.....

X⁷³ 2/23 3CD

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15115

No. 7/64/95-5PPI/5213

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES-I BRANCH)

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab and Haryana High Court,
District and Sessions Judges,
Deputy Commissioners, and
Sub-Divisional Officers (Civil)
in the State of Punjab.

Dated, Chandigarh, the 10th March, 1997.

Subject:- Clarification in respect of grant of Proficiency
Step-up(s).

Sir/Madam,

I am directed to invite a reference to Punjab Government circular letter No. 7/106/91-5PPI/19586, dated 20-2-1994, on the above subject and to say that these instructions lay down that the clarifications given in circular letter No. 7/14/88-5PPI/16200, dated 1-9-1989 and No. 7/14/88-5PPI/5147, dated 26-3-1990 should be made effective prospectively, that is, grant of Proficiency step-up(s) to the different categories of the employees from the date(s) earlier to the date of issue of the instructions dated 1-9-1989 and 26-3-1990 may be dealt with as per government instructions contained in circular letter No. 7/14/88-5PPI(2269)/18527, dated 1-12-1988 and the cases of employees in whose cases the Proficiency step-up(s) became due after 1-9-1989 or 26-3-1990, as the case may be, should be dealt with as per government instructions No. 7/14/88-5PPI(2269)/18527, dated 1-12-1988 read with instructions dated 1-9-1989 and 26-3-1990.

2.

Certain departments have sought clarification on

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the point whether all those Clerks who were placed in the scale of Senior Clerks before 1.1.1986 or on 1.1.1986 and gained in pay as a result of placement in the senior scale are to be given benefit of Proficiency step-up(s) by counting their entire service as Clerk/Senior Clerk or by counting their service from the date of placement in the senior scale only, in view of the para 1(7) of the instructions No. 7/14/88-5PPI(2269)/18527, dated 1-12-1988, according to which for reckoning the period of 8 or 18 years the entire service in the time scale, senior scale and selection grade (of mere placement and not involving fixation of pay at higher level) etc., wherever available in a cadre, shall be counted. Similarly whether in the cases of all those Clerks who have been given the pay scale of Junior Assistant w.e.f. 1-1-1986 and have gained in basic pay, the entire service as Clerk/Senior Clerk/Junior Assistant is to be counted for grant of Proficiency Step-up(s).

3. The matter has been considered by the government keeping in view the judgement of the Punjab and Haryana High Court in the cases quoted in the government instructions dated 20-9-1994. It is clarified that in the cases of those employees whose date(s) of grant of Proficiency Step-up(s) fall before 1-9-1989 by counting their entire service in a cadre and they have also gained in pay at the time of placement in senior scale or grant of selection grade, they may be allowed Proficiency Step-up(s), irrespective of the gain in pay in their cases because the words in bracket i.e. "of mere placement and not involving fixation of pay at higher level," in para 1(7) of the government instructions dated 1-12-1988 have become irrelevant in their cases, in the light of interpretation given by the Hon'ble Punjab and Haryana High Court and further

direction of the Hon'ble Court that instructions dated 1-9-1989 and 26-3-1990 shall have prospective effect. In brief, the words given in brackets i.e. "of mere placement and not involving fixation of pay at higher level" in para 1(7) of the instructions dated 1-12-1988 are not to be kept in view in the cases of those employees in whose case the date(s) of Proficiency Step-up(s) fall before 1-9-1989 by counting their entire service in the cadre and they are to be allowed Proficiency Step-up(s) from the due dates irrespective of the gain in pay at the time of placement in senior scale or grant of selection grade. However, in the cases of those employees in whose cases the date(s) of Proficiency Step-up(s) fall after 1-9-1989 by counting their entire service in a cadre, their cases may be decided in the light of the instructions dated 1-12-1988 and the clarifications given in government instructions dated 1-9-1989. It is further clarified that as per instructions dated 20-9-94 under reference all the points clarified in the instructions dated 1-9-1989 shall be kept in view only in the cases of those employees in whose cases the date(s) of Proficiency Step-up(s) fall after 1-9-1989 by counting their entire service in a cadre and in the cases of those employees whose date(s) of Proficiency Step-up(s) fall before 1-9-1989 the Proficiency Step-up(s) may be allowed from the due dates irrespective of the position that as per clarifications given in the instructions dated 1-9-1989 they are not entitled to the grant of Proficiency Step-up(s) from the due date.

4. This issue with the concurrence of Finance Deptt.

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their
conveyed vide I.D. No. 23/1/96-1FP2/869, dated 11-2-1997.

5. Kindly acknowledge receipt.

Yours faithfully,

Karam Chand Ahuja 10.3.97

(Karam Chand Ahuja)

Joint Secretary, Personnel.

No. 7/64/95-5FP1/5214 Dated, Chandigarh, 10.3.1997.

A copy is forwarded to:

- i) The Accountant General (Audit), Punjab, Chandigarh.
- ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

Karam Chand Ahuja 10.3.97

(Karam Chand Ahuja)

Joint Secretary, Personnel.

No. 7/64/95-5FP1/5215 Dated, Chandigarh, 10.3.1997.

A copy is forwarded to:

- i) The Secretary to Govt. of Himachal Pradesh, Department of Finance, Shimla.
- ii) The Finance Secretary, Chandigarh Administration, Chandigarh.
- iii) All the Treasury Officers/Assistant Treasury Officers in the State for information and necessary action.
- iv) The Deputy Commissioner, Delhi.
- v) The Pay and Accounts Officer, Punjab House, Copernicus Marg, New Delhi.
- vi) The Director (E.G.) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

A. N. Singla

(Amar Nath Singla)

Superintendent. 10.3.97

A copy is forwarded to:-

- i) The Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab; and
- ii) The Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

A. N. Singla

Superintendent. 10.3.97

To

- i) The Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab.

- ii) The Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

I.D. No. 7/64/95-5FP1/5216 Dated, Chandigarh, the 10.3.1997.

Contd...5

No. 7/64/95-5PP/5217 Dated, Chandigarh, the 10.3.1997

A copy is forwarded to:-

- i) The Registrar, Punjab Agricultural University, Ludhiana;
- ii) The Registrar, Punjabi University, Patiala;
- iii) The Registrar, Guru Nanak Dev University, Amritsar;
- iv) The Registrar, Punjab University, Chandigarh.

A. N. Singla
Superintendent. 10.3.97

No. 7/64/95-52PI/5218 Dated, Chandigarh, the 10.3.1997.

A copy is forwarded to:-

All the Superintendents/Private Secretaries in the
the Punjab Civil Secretariat, Chandigarh.

A. N. Singla
Superintendent. 10.3.97

* * *

ਨੰ: 15/27/08-1ਪੀਪੀ1/ 620

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ
(ਪੀ.ਪੀ.1 ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ
ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ), ਪੰਜਾਬ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 15/9/2010

ਵਿਸ਼ਾ :- ਸਲਾਨਾ ਏ.ਪੀ.ਏ.ਆਰ. ਦੀ ਦਰਜਾਬੰਦੀ ਸਬੰਧਤ ਨੂੰ ਕੰਨਵੇਂ ਕਰਨ/ ਸੈਲਫ ਅਪ੍ਰੇਜਲ ਰਿਪੋਰਟ ਲੈਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1PP1/9158, ਮਿਤੀ 28.5.93 ਵੱਲ ਦੁਆਉਣ ਤੇ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮਾਨਯੋਗ ਸੁਪਰੀਮ ਕੋਰਟ ਨੇ ਆਪਣੇ ਫੈਸਲੇ, ਮਿਤੀ 12.5.08 - ਦੇਵ ਦੱਤ ਬਨਾਮ ਯੂਨੀਅਨ ਆਫ ਇੰਡੀਆ (ਸਿਵਲ ਅਪੀਲ ਨੰ: 7631 ਆਫ 2002) ਵਿੱਚ ਇਹ ਦਰਜ ਕੀਤਾ ਹੈ ਕਿ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਐਂਟਰੀ ਕਰਨ ਦਾ ਮੰਤਵ ਇਹ ਹੈ ਕਿ ਮੁਲਾਜ਼ਮ ਨੂੰ ਆਪਣੀ ਕਾਰਗੁਜ਼ਾਰੀ ਸੁਧਾਰਨ ਦਾ ਮੌਕਾ ਮਿਲੇ। ਦੂਜੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਨੇ ਆਪਣੀ 10ਵੀਂ ਰਿਪੋਰਟ ਵਿੱਚ ਇਹ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਸੀ ਕਿ ਆਲ ਇੰਡੀਆ ਸਰਵਿਸਿਜ਼ ਦੀ ਤਰਜ ਤੇ ਬਾਕੀ ਸਾਰੀਆਂ ਸਰਵਿਸਿਜ਼ ਲਈ ਪਰਫਾਰਮੈਂਸ ਅਪਰੇਜ਼ਲ ਸਿਸਟਮ ਲਾਗੂ ਕੀਤਾ ਜਾਵੇ।

2. ਉਕਤ ਸਥਿਤੀ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਭਾਰਤ ਸਰਕਾਰ, ਮਨਿਸਟਰੀ ਆਫ ਪ੍ਰਸ਼ੋਨਲ, ਸ਼ਿਕਾਇਤ ਨਿਵਾਰਣ ਤੇ ਪੈਨਸ਼ਨ (ਪ੍ਰਸ਼ੋਨਲ ਤੇ ਟ੍ਰੇਨਿੰਗ) ਵਿਭਾਗ ਨੇ ਆਪਣੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 21011/1/2005-Estt.(A)(Pt-II) ਮਿਤੀ 14.5.2009 ਰਾਹੀਂ ਭਾਰਤ ਸਰਕਾਰ ਅਧੀਨ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ ਦੇ ਮੁਲਾਜ਼ਮਾਂ ਦੀਆਂ ਏ.ਪੀ.ਏ.ਆਰ ਵਿੱਚ ਦਰਜ ਹਰ ਐਂਟਰੀ ਬਾਰੇ ਸੂਚਿਤ ਕਰਨ ਲਈ ਵਿਸਥਾਰ ਪੂਰਵਕ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁੱਖ ਸਰਕਾਰ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਫੈਸਲੇ ਲਏ ਗਏ ਹਨ :-

ੳ) ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਦਾ ਮੌਜੂਦਾ ਨੌਮੀਨਕਲੇਚਰ (nomenclature) ਸੋਧ ਕੇ ਐਕਚੂਅਲ ਪਰਫਾਰਮੈਂਸ ਅਸੈਸਮੈਂਟ ਰਿਪੋਰਟ (ਏ.ਪੀ.ਏ.ਆਰ) ਕਰ ਦਿੱਤਾ ਜਾਵੇ। ਕੰਟਰੋਲਿੰਗ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਏ.ਪੀ.ਏ.ਆਰ. ਦਾ ਫਾਰਮ ਸਬੰਧਤ ਨੂੰ ਮਿੱਥੀ ਮਿਤੀ (ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਮਿਤੀ 28.5.1993) ਅਨੁਸਾਰ ਭੇਜਿਆ ਜਾਵੇਗਾ।

ਅ) ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਲਿਖੀ ਰਿਪੋਰਟ ਤੇ ਰੀਵਿਊ ਕਰਤਾ/ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਰਿਪੋਰਟ ਲਿਖਣ ਸਮੇਂ ਕੇਵਲ (ਸਹਿਮਤ ਹਾਂ) ਦਰਜ ਨਹੀਂ ਕਰਨਗੇ, ਬਲਕਿ ਇਹ ਸਪਸ਼ਟ ਕਰਨਗੇ ਕਿ ਉਹ ਕਿਸ ਅਧਿਕਾਰੀ ਭਾਵ ਰਿਪੋਰਟ ਕਰਤਾ ਜਾਂ ਰੀਵਿਊ ਕਰਤਾ, ਕਿਸ ਨਾਲ ਸਹਿਮਤ ਹੈ। ਦਰਜਾਬੰਦੀ ਘਟਾਉਣ/ ਵਧਾਉਣ ਬਾਰੇ ਕਾਰਨ (reason) ਵੀ ਰਿਕਾਰਡ ਕਰਨਗੇ।

ੲ) ਰੀਵਿਊ ਕਰਤਾ/ ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਰਿਮਾਰਕਸ ਨਾਲ ਏ.ਪੀ.ਏ.ਆਰ. ਮੁਕੰਮਲ ਹੋਣ ਤੇ ਰਿਪੋਰਟ ਦੀ ਓਵਰ ਆਲ ਗਰੇਡ ਅਤੇ ਦਿਆਨਤਦਾਰੀ ਦੇ ਮੁਲੰਮਕਣ ਸਮੇਤ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀ ਨੂੰ ਕੰਨਵੇਂ ਕੀਤੀ ਜਾਵੇਗੀ। ਜਿਥੇ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਤੋਂ ਉਪਰ ਕੇਵਲ ਇੱਕ ਸਪੁਰਵਾਈਜਰੀ ਲੈਵਲ ਹੋਵੇ (ਅਫਸਰਾਂ ਨਾਲ ਅਟੈਚ ਨਿੱਜੀ ਅਮਲਾ) ਅਜਿਹੀ ਸੂਰਤ ਵਿਚ ਕੰਟਰੋਲਿੰਗ ਅਫਸਰ ਵੱਲੋਂ ਪ੍ਰੋਫਾਰਮੈਸ ਅਸੈਸਮੈਂਟ ਮੁਕੰਮਲ ਕਰਨ ਉਪ੍ਰੰਤ ਕੰਨਵੇਂ ਕੀਤੀ ਜਾਵੇਗੀ।

ਸ) ਏ.ਪੀ.ਏ.ਆਰ. ਨੂੰ ਮੇਨਟੇਨ ਕਰਨ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ ਸਬੰਧਤ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਦੀ ਹੋਵੇਗੀ ਅਤੇ ਪ੍ਰਾਪਤ ਹੋਣ ਤੇ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀ ਨੂੰ ਇਸ ਦੀ ਜਾਣਕਾਰੀ ਦੇਵੇਗਾ।

ਹ) ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਏ.ਪੀ.ਏ.ਆਰ. ਫਾਰਮ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਨੂੰ ਹਰ ਸਾਲ 15 ਮਾਰਚ ਤੱਕ ਭੇਜ ਦੇਣਗੇ ਅਤੇ ਸਬੰਧਤ ਕਰਮਚਾਰੀ/ ਅਧਿਕਾਰੀ ਏ.ਪੀ.ਏ.ਆਰ ਵਿਚ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਸੂਚਨਾ ਭਰ ਕੇ 10 ਅਪ੍ਰੈਲ ਤੱਕ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਨੂੰ ਏ.ਪੀ.ਏ.ਆਰ ਫਾਰਮ ਵਾਪਿਸ ਭੇਜਣਗੇ। ਬਾਕੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ (ਹੁਣ ਏ.ਪੀ.ਏ.ਆਰ.) ਲਿਖਣ ਸਬੰਧੀ ਸਮੇਂ ਸਾਰਣੀ/ ਪ੍ਰਤੀਕੂਲ ਕਥਨ/ ਦਿਆਨਤਦਾਰੀ ਆਦਿ ਬਾਰੇ ਅਪੀਲ ਜੋ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀਪੀ1/9158 ਮਿਤੀ 28.5.1993 ਅਤੇ ਇਸ ਤੋਂ ਬਾਅਦ ਸਮੇਂ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਨਿਸਚਿਤ ਕੀਤੀ ਹੋਈ ਹੈ, ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।

ਕ) ਏ.ਪੀ.ਏ.ਆਰ. ਵਿਚ ਅਜਿਹੀ ਐਂਟਰੀ ਬਾਰੇ ਜਾਣਕਾਰੀ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਸਾਲ 2010-11 ਦੀ ਏ.ਪੀ.ਏ.ਆਰ. ਮਿਤੀ 1.4.2011 ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।

3. ਸਮੇਂ ਸਾਰਣੀ ਅਨੁਸਾਰ ਜੇਕਰ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਪਾਸ ਏ.ਪੀ.ਏ.ਆਰ ਸਮੇਂਸਿਰ ਨਹੀਂ ਪਹੁੰਚਦੀ/ਰਿਪੋਰਟ ਦਾ ਸਮਾਂ ਤਿੰਨ ਮਹੀਨੇ ਤੋਂ ਘੱਟ ਹੋਵੇ/ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਨਾ ਹੋਵੇ ਅਤੇ ਉਸ ਨੂੰ ਰਿਪੋਰਟ ਅਧੀਨ ਸਮੇਂ ਦਾ ਹਦਾਇਤਾਂ ਨੰ:15/8/2000-1ਪੀਪੀ1/9216 ਮਿਤੀ 18.6.2001 ਅਨੁਸਾਰ "ਨੋ ਰਿਪੋਰਟ ਸਰਟੀਫਿਕੇਟ" ਜਾਰੀ ਕਰਨਾ ਬਣਦਾ ਹੋਵੇ ਤਾਂ ਉਹ ਅਜਿਹਾ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਦੇ ਸਮੇਂ ਕੀਤੇ ਉਪਰਾਲੇ ਅਤੇ

ਪੂਰੇ ਕਾਰਨ ਸਪਸ਼ਟ ਕਰੇਗਾ ਅਤੇ ਇਹ ਸਰਟੀਫਿਕੇਟ ਰਿਪੋਰਟ ਦੇ ਅਗਲੇ ਸਾਲ 31 ਜਨਵਰੀ ਤੱਕ ਰਿਕਾਰਡ ਕਰਕੇ ਨਿੱਜੀ ਮਿਸਲ ਵਿਚ ਰੱਖੇਗਾ। ਇਸ ਸਬੰਧੀ ਸਬੰਧਤ ਕਰਮਚਾਰੀ/ ਅਧਿਕਾਰੀ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕਰੇਗਾ।

4. ਏ.ਪੀ.ਏ.ਆਰ. ਰਿਕਾਰਡ (ਨਿੱਜੀ ਮਿਸਲ) ਦੀ ਸਾਂਭ ਸੰਭਾਲ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਦੀ ਹੋਵੇਗੀ।

4. ਆਪ ਦਾ ਧਿਆਨ ਹਵਾਲੇ ਵਿਚ ਦਰਜ ਪੱਤਰ ਵੱਲ ਦਿਵਾ ਕੇ ਇਹ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇ ਕੋਈ ਵਿਭਾਗ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਲਈ ਵੱਖਰਾ ਫਾਰਮੈਂਟ (ਏ.ਪੀ.ਏ.ਆਰ) ਵਿਭਾਗੀ ਲੋੜ ਅਨੁਸਾਰ ਤਿਆਰ ਕਰਨ ਦਾ ਇੱਛੁਕ ਹੋਣ ਤਾ ਅਜਿਹਾ ਕਰਨ ਦੇ ਕਾਰਨ ਪ੍ਰਬੰਧਕੀ ਲੋੜਾਂ ਨੂੰ ਸਪਸ਼ਟ ਕਰਦੇ ਹੋਏ ਸਵੈ-ਸਪਸ਼ਟ ਤਜਵੀਜ਼ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜ ਸਕਦੇ ਹਨ ਅਤੇ ਇਸ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਪ੍ਰਾਪਤ ਕਰਨ ਉਪ੍ਰੰਤ ਹੀ ਅਜਿਹੀ ਸੋਧ ਲਾਗੂ ਕੀਤੀ ਜਾ ਸਕੇਗੀ।

ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਸਬੰਧਤਾਂ ਨੂੰ ਨੋਟ ਕਰਵਾ ਦਿੱਤੀਆਂ ਜਾਣ ਅਤੇ ਇਨ੍ਹਾਂ ਦੀ ਇੰਨਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸਪਾਤਰ,

ਵਧੀਕ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਉਤਾਰਾ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਵਧੀਕ ਸਕੱਤਰ,

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ
ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ: 15/27/08-1ਪੀਪੀ1/62/ ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 15/9/2010

No.6/75/95-1FPIL/10993
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL II BRANCH)

Dated: Chandigarh the 15.11.2000

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab &
Haryana, District and Sessions
Judges and Deputy Commissioners
in the State.

Subject:- Protection / fixation of pay of Government employees
appointed by transfer/open selection etc. from one
service to another.

Sir/Madam,

No.6/75/95-1FPIL/10993

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(FINANCE PERSONNEL II BRANCH)

I am directed to refer to the subject noted above and
to say that a number of references are being received from various
departments for protection of pay of employees who are already
in Government service and are appointed to another service/cadre
by way of transfer/open selection as per the service rules
applicable to such service/cadre.

2. According to existing provision below Rule 4.4(b) of
Punjab Civil Service Rules Vol. I Part I; if an employee has held
a post in the same or identical time scale in some other department
or a body whether incorporated or not which is wholly or
substantially owned by the Government, his pay on appointment in
the Government service is to be fixed at the same level. Cases are now
arising where an employee before being selected for a post under
the State Government is drawing pay in a higher pay scale/senior/
selection pay scale. Apparently, the present provisions of Pro-
viso below Rule 4.4(b) do not permit protection of pay in such
cases. However, it is felt that when a person already in service
is selected for service under the Government through proper
channel his past service should not be washed out, as far as
fixation of pay in the new post is concerned. However, such an
employee cannot count this period for seniority which disturbs
the legal right of officials already senior in the service.

3. The above position is supported by the judgement of Punjab and Haryana High Court delivered in CWP No.6923 of 1998 decided on 21.7.98 operative part of which is reproduced below:-

" It can be said that the previous service rendered in another department, on being transferred on the persons own volition may be washed out for the purpose of seniority but it cannot be said so for the purpose of experience."

The above is also relevant as per the law laid down by the Hon'ble Supreme Court of India in its judgement dated 15.12.1998 in C.A. No.3039 of 1998—Dwijan Chandra Sarkar and another Vs. Union of India (1999—SLR Section 39). The gist of the Supreme Court decision is reproduced below:-

" The previous service of an employee appointed by transfer to another department should count for the purpose of time bound promotions but such promotions shall be as a measure personal to them. Such incumbents shall not take benefit of this time bound promotion towards seniority or for the issues related thereto, which in turn implies that such benefit shall not effect the normal seniority for those higher up".

4. Apparently, in view of existing provisions of Rule 4.4.(b) ibid and the changing scenario where multi-stage pay scales are in operation, and where appointment to premier or other services; through selection including transfer by selection is attempted and is permitted inspite of the fact that the person concerned may already be drawing pay in a higher pay scale; it is not appropriate to ignore previous service for fixation of pay in the new post or counting the same for time bound promotions. However, it is clear that counting of previous service for fixation of pay or for time bound promotions in such cases will not create any right for the employees already senior, to claim equality in pay with a junior who receives higher pay by counting his previous service in the above circumstances.

5. In view of the above it has been decided that:-

- 1) An employee who has previously held substantively or officiated in the same post, or a permanent or temporary post on the same time scale or a post having identical three/four times pay scales or in which time bound placement /grant of higher pay are provided as in the new post, in a Government department

or a body incorporated or not which is wholly or substantially owned by the Government), shall in addition to the protection of pay actually drawn in the corresponding scale as per provisions of Rule 4.4(b) of Punjab Civil Services Rules, Vol.-I, Part-I count his previous service for the purpose of time bound promotion/ grant of higher scale in the new post/ service. This protection will be as a measure personal to him. He shall not be entitled to benefit of this time bound promotion towards seniority and shall be placed lower to those already higher up in the seniority list.

ii) Where an employee is already getting senior/higher pay scale or earns a senior/ higher pay scale in the previous service where a percentage of senior/ higher scale is prescribed after he has joined the new post/ service; pay as fixed in the senior/ higher scale in the old service shall also be protected as a measure personal to him in the initial scale of the new post and he shall be placed in the senior scale when his turn comes for the same in the normal course.

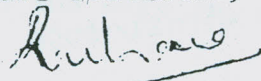
An employee shall not be entitled to take benefit of this protection towards seniority nor any official senior to him shall have any claim for re-fixation of pay on the basis of protection allowed as above.

iii) These instructions shall not apply in case of employees of various Public Sector Undertaking who are offered employment in the Government on compassionate grounds on being declared surplus or otherwise. They should be deemed to be joining service under the Government for the first time as at present.

iv) These instructions will come into effect immediately. The cases decided on or after 15.12.98 may be reviewed in consultation with the Finance Department in order to ensure uniformity.

6. Necessary amendments to Rule 4.4(b) of Punjab Civil Services Rules, Vol.-I, Part-I will be issued in due course.

Yours faithfully



(D.P. Karkara)

Officer on Special Duty(L)

Endst.No.6/75/95-1FP11/10994

Dated; Chandigarh the 15.11.2K

- i.) The Accountant General(Audit), Punjab, Chandigarh.
- ii.) The Accountant General(Accounts & Entitlement), Punjab, Chandigarh.

R. K. Singh
Officer on Special Duty(L)

Endst.No.6/75/95-1FP11/10995

Dated; Chandigarh the 15.11.2K

A copy each is forwarded to:-

- i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
- ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
- iii) All the Treasury Officer/District Treasury Officers in the State for information and necessary action;
- iv) The Deputy Commissioner, Delhi;
- v) The Pay and Accounts Officer, Punjab House, Copernicus Marg, New Delhi; and
- vi) The Director(E.G), Ministry of Finance Department of Expenditure, Pay Research Unit, New Delhi.

R. K. Singh
Officer on Special Duty(L)

A copy is forwarded for information to:-

- i) The Chief Secretary to Government of Punjab, Chandigarh.
- ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab; and
- iii) The Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

R. K. Singh
Officer on Special Duty(L)

To

- i.) The Chief Secretary to Government of Punjab,
- ii.) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Govt. of Punjab; and
- iii.) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

I.D.No.6/75/95-1FP11/10996

Dated; Chandigarh the 15.11.2K

No. 3/23/09-3FPPC/ 571

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated, Chandigarh, the 13th June, 2012

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission regarding pension and other retirement benefits.

Sir,

I am directed to invite a reference to the subject cited above and to say that vide Government letter No.3/23/09-3FPPC/1358 dated 15th December, 2011, it was decided that the linkage of full pension with qualifying service of 33 years shall be dispensed with and a Government employee who has rendered minimum qualifying service of twenty-five years, shall be entitled to full pension equal to 50% of emoluments i.e. last pay drawn or average emoluments, whichever is beneficial to him. Now certain quarters have sought clarifications from the Department of Finance regarding the method of calculation of proportionate pension in those cases where the actual qualifying service rendered by a retiree is less than 25 years.

2. The matter has been considered and it is clarified that in those cases where actual qualifying service rendered by a retiree is less than 25 years, the amount of proportionate pension shall be calculated by dividing the actual qualifying service (in six-monthly periods) by fifty (i.e. six-monthly periods of 25 years). Suppose, a Government employee at the time of his retirement was drawing pay @ Rs. 25000 *per mensem* which is more beneficial in his case as compared to his average emoluments and the actual qualifying service rendered by him at the time of his retirement on superannuation is 20 years (or say 40 six-monthly periods), his proportionate pension shall be calculated as under:-

$$50\% \text{ of Rs. } 25000 \times \frac{40}{50} = \text{Rs. } 10,000 \text{ per mensem}$$

3. This letter shall be deemed to have come into force with effect from the 1st December, 2011.

4. The other terms and conditions regarding grant of pension and other retirement benefits shall remain unchanged.

Yours faithfully,


(USHA SEHGAL)

Joint Secretary Finance

No. 3/23/09-3FPPC/ 572

Dated Chandigarh, the 13th June, 2012

A copy is forwarded to :

- (i) The Principal Accountant General (Audit), Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E), Punjab, Chandigarh.

S. J. Singh
13/6/12
Joint Secretary Finance

No. 3/23/09-3FPPC/ 573

Dated Chandigarh, the 13th June, 2012

A copy is forwarded to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Amrinder
Superintendent

No. 3/23/09-3FPPC/ 574

Dated Chandigarh, the 13th June, 2012

A copy is forwarded to the:-

- 1. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla; and;
- 2. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh for information and necessary action:-

Amrinder
Superintendent

No. 3/23/09-3FPPC/ 575

Dated Chandigarh, the 13th June, 2012

A copy is forwarded to all the District Treasury Officers and Treasury Officers in the State for information and necessary action.

Amrinder
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

3/9/2011-5ਐਫ.ਪੀ. 2/ 148

ਪੰਜਾਬ ਸਰਕਾਰ
ਵਿੱਤ ਵਿਭਾਗ
(ਵਿੱਤ ਪ੍ਰਸ਼ੋਨਲ-2 ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ
ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਜ਼ਿਲਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ ਸੱਬ ਡਵੀਜ਼ਨਾਂ ਦੇ ਅਧਿਕਾਰੀ।

ਵਿਸ਼ਾ:-

ਪੰਜਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਿਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਸਵਾਰੀ ਭੱਤਾ ਲਾਗੂ ਕਰਨ
ਸਬੰਧੀ ਸਪਸ਼ਟੀਕਰਨ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ ਦੇ
ਗਸਤੀ ਪੱਤਰ ਨੰ:3/9/2011-5ਐਫ.ਪੀ2/212, ਮਿਤੀ:19.5.2011, ਨੰ:3/9/2011-5ਐਫ.ਪੀ2/217,
ਮਿਤੀ: 20.5.2011, ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/222, ਮਿਤੀ: 20.5.2011, ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/
318, ਮਿਤੀ:16.6.2011 ਅਤੇ ਨੰ:3/9/2011-5ਐਫ.ਪੀ2/699, ਮਿਤੀ:23.11.2011 ਦੀ ਲਗਾਤਾਰਤਾ
ਵਿੱਚ ਸਪਸ਼ਟ ਕਰਾਂ ਕਿ ਛੁੱਟੀਆਂ ਦੌਰਾਨ (ਅਚਨਚੇਤ ਛੁੱਟੀਆਂ ਤੋਂ ਇਲਾਵਾ) Joining Time ਅਤੇ ਮੁਅੱਤਲੀ ਸਮੇਂ
ਦੌਰਾਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਧਿਕਾਰੀਆਂ/ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਵਾਰੀ ਭੱਤਾ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੈ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ
ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸਵਾਸਪਾਤਰ

ਜਸਬੀਰ ਕੌਰ
(ਜਸਬੀਰ ਕੌਰ)

ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ:3/9/2011-5ਐਫ.ਪੀ2/ 149

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 25/4/2012

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ

ਹੈ:-

1. ਮਹਾਂਲੇਖਾਕਾਰ (ਪੜਤਾਲ) ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
2. ਮਹਾਂਲੇਖਾਕਾਰ (ਏ ਐਂਡ ਈ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਜਸਬੀਰ ਕੌਰ
ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ:3/9/2011-5ਐਫ.ਪੀ2/ 150

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 25/4/2012

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ

ਹੈ:-

1. ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ
2. ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼ /ਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ
3. ਸਥਾਨਕ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਭਵਨ, (Copernicus Marg), ਨਵੀਂ ਦਿਲੀ।

ਜਸਬੀਰ ਕੌਰ
ਸੁਪਰਡੈਂਟ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 3/9/2011-5ਐਫ.ਪੀ2/ 15।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 25/4/2012

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਜ਼ਿਲਾ ਖਜਾਨਾ ਅਫ਼ਸਰ/ਖਜਾਨਾ ਅਫ਼ਸਰ/ਖਜਾਨਾ ਅਫ਼ਸਰ ਸਮੇਤ ਜ਼ਿਲਾ
ਖਜਾਨਾ ਅਫ਼ਸਰ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਸੂਚਨਾ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਨਿਰਮਲ ਮਾਤਾ
ਸੁਪਰਡੈਂਟ

GOVERNMENT OF PUNJAB
DEPARTMENT OF COOPERATION
(COOPERATION II BRANCH)

Notification

The 25th June, 2007

No. G.S.R.19/Const./Art.309/2007.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of the persons appointed to the Punjab Cooperative Audit (Group 'A') Service, namely :—

RULES

1. Short Title, commencements and application.—(1) These rules may be called the Punjab Cooperative Audit (Group 'A') Service Rules, 2007.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.—In these rules, unless the context otherwise requires,—

(a) "Appendix" means an Appendix, appended to these rules ;

(b) "Chief Auditor" means the Chief Auditor, Cooperative Societies, Punjab ;

(c) "Government" means the Government of the State of Punjab in the Department of Cooperation ; and

(d) "Service" means the Punjab Cooperative Audit (Group 'A') Service.

3. Number and character of posts.—The Service shall comprise the posts specified in Appendix 'A' :

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

4. Appointing authority.—Appointment to the Service shall be made by the Government.

5. **Pay of members of the Service.**—The members of the service shall be entitled to such scale of pay, as may be authorised by the Punjab Government from time to time. The scales of pay, at present in force in respect of the members of the service are given in Appendix 'A'.

6. **Method of appointment, qualifications, and experience.**—(1) Appointment to the Service shall be made in the manner, specified in Appendix 'B' :

Provided that if, no suitable candidate is available for appointment to the Service by promotion and by direct appointment, then appointment to the Service shall be made by transfer of a person holding a similar or an identical post under a State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Discipline, punishment and appeal.**—(1) In respect of the matters of discipline, punishment and appeal, the members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service, shall be the Government.

8. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**—(1) If respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'.

9. **Interpretation.**—If any question arises as to the Interpretation of these rules, the Government shall decide the same

10. **Repeal and saving.**—The Punjab State Cooperative Service Class-II Rules, 1958 and the Punjab Cooperative Department Service (Ministerial) (State Service) Class-II Rules, 1966, in so far as these are applicable to the members of the Service, are hereby repealed :

Provided that any order issued or action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

APPENDIX 'A'
[See rules 1 (3), 3 and 5]

Sr. No.	Designation of the Post	Number of Posts			Scale of Pay (in rupees)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Chief Auditor	1	-	1	18600—22100
2	Additional Chief Auditor	-	1	1	13500—16800
3	Joint Chief Auditor	-	2	2	10025—15100
4	Deputy Chief Auditor	2	-	2	7880—11660
5	Establishment Officer	-	1	1	7880—11660
6	Budget, Accounts and Audit Fee Recovery Officer	-	1	1	7880—11660
7	Superintendent Grade-I	1	-	1	7220—11660

PUNJAB GOVT GAZ., JULY 13, 2007
(ASADHA 22, 1929 SAKA)

APPENDIX 'B'

(See rule 5)

Sr. No.	Designation of the Post	Promotion	Method of recruitment by promotion
1	2	3	4
1	Chief Auditor	Hundred per cent	From the Additional Chief Auditor, who has an experience of working as such for a minimum period of two years.
2	Additional Chief Auditor	Hundred per cent	(a) From amongst Joint Chief Auditors, who have an experience of working as such for a minimum period of two years ; or (b) By taking a person on deputation from the office of the Examiner, Local Fund or the Department of Finance, Punjab, in case no suitable candidate is available for appointment by promotion.
3	Joint Chief Auditor	Hundred per cent	(a) From amongst Deputy Chief Auditors, who have an experience of working as such for a minimum period of two years ; or (b) By taking a person on deputation from the office of the Examiner, Local Fund or the Department of Finance, Punjab, in case no suitable candidate is available for appointment by promotion.

4	Deputy Chief Auditor	Hundred per cent	From amongst the Audit Officers, who are members of the Punjab Co-operative Audit (Group 'B') Service, and who have an experience of working as such for a minimum period of five years
5	Establishment Officer	Hundred per cent	From Superintendent, Grade-I, who has an experience of working as such for a minimum period of three years : Provided that if no suitable Superintendent, Grade-I is available, then from amongst the Superintendents, Grade-II who are members of the Punjab Co-operative Audit (Group 'B') Service, and who have an experience of working as such for a minimum period of five years
6	Budget, Accounts and Audit Fee Recovery Officer	Hundred per cent	From Superintendent, Grade-I, who has an experience of working as such for a minimum period of three years : Provided that if no suitable Superintendent, Grade-I is available, then from amongst the Superintendents Grade-II who are members of the Punjab Co-operative Audit (Group 'B') Service, and who have an experience of working as such for a minimum period of five years
7	Superintendent, Grade-I	Hundred per cent	From amongst the Superintendents, Grade-II, who have an experience of working as such for a minimum period of five years

GOVERNMENT OF PUNJAB

DEPARTMENT OF COOPERATION

Notification

The 25th June, 2007

No. G.S.R.20/Const./Art.309/2007.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Services of the persons appointed to the Punjab Cooperative Audit (Group 'B') Service, namely :—

RULES

1. Short title, commencement and application.—(1) These rules may be called the Punjab Cooperative Audit (Group 'B') Service Rules, 2007.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.—(I) In these rules, unless the context otherwise requires,—

(a) "Appendix" means an Appendix, appended to these rules ;

(b) "Chief Auditor" means the Chief Auditor, Cooperative Societies, Punjab ;

(c) "Government" means the Government of the State of Punjab in the Department of Cooperation ; and

(d) "Service" means the Punjab Cooperative Audit (Group 'B') Service.

3. Number and character of posts.—The Service shall comprise the posts specified in Appendix 'A' :

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

4. **Appointing authority.**—Appointment to the Service shall be made by the Government.

5. **Pay of members of the Service.**—The members of the Service, shall be entitled to such scales of pay, as may be authorized by the Punjab Government from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A' :

6. **Method of appointment, qualifications and experience.**—(1) Appointment to the Service shall be made in the manner, specified in Appendix 'B' :

Provided that if, no suitable candidate is available for appointment to the Service by promotion and by direct appointment, the appointment to the Service shall be made by transfer of a person holding a similar or an identical post under a State Government or the Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Departmental Examination and Training in the case of Audit Officers.**—(1) The Audit Officer, unless exempted by the Government, shall pass by the high standard examination in accounts, specified by the Government from time to time within two years from the date of appointment to the Service. In case of promotion to the post of Audit Officer, the exemption would be granted only to the members of the Service, who have already passed the similar examination in accounts or in service otherwise they will also have to pass the examination within a period of one year from the date of thier promotion :

Provided that, if a member of the Service is unable to pass the examination within the stipulated period of two years in case of direct appointment and within one year in case of promotion, the Government may extend the period by one year. If a member of the Service, fails to pass the examination his period of probation shall be deemed to have been extended. A member of the Service shall be confirmed in the Service only on passing the departmental examination.

(2) A person, appointed to the service by direct recruitment, shall during his probation, undergo training for a period of one year or for such period as may be specified by the Government from time to time.

(3) A person appointed to the Service by promotion, shall during his probation under go, such course of training, as may be specified by the Government from time to time.

8. Discipline, punishment and appeal.—(1) In respect of the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) If respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Condition of Service) Rules, 1994, at present in force, and contained in Appendix 'C'.

10. Interpretation.—If any question arises as to the interpretation of these rules, the Government shall decide the same

11. Repeal and saving.—The Punjab State Cooperative Service Class-II Rules, 1958 and the Punjab Cooperative Department Service (Ministerial) (State Service) Class-III Rules, 1966, in so far as these are applicable to the members of the Service, are hereby repealed :

Provided that any order issued or action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Sr. No.	Designation of the Post	Number of Posts			Scales of Post (in rupees)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Audit Officer	16	-	16	7,000—10,640
2	Personal Assistant	1	-	1	6,400—10,640
3	Superintendent Grade-II	16	-	16	6,400—10,640
4	Senior Auditor	32	-	32	6,400—10,640

APPENDIX 'B'

(See rule 6)

Sr. No.	Designation of the post	Percentage for appointment by		Method of appointment, qualification and experience for appointment by	
		Promotion	Direct appointment	Promotion	Direct appointment
1	2	3	4	5	6
1	Audit Officer	66 $\frac{1}{3}$ per cent	33 $\frac{1}{3}$ per cent	From amongst the Senior Auditors, who have an experience of working as such for a minimum period of three years	(i) Should possess degree of Chartered Accountants or M.Com. with Auditing and Accounts as one of the subjects ; or (ii) Should possess M. Com. with Cost Accounts and should have an experience of auditing of Commercial Accounts for a minimum period of three years in a reputed firm or institution
2	Superintendent, Grade-II	Hundred per cent	..	From amongst the Senior Assistants and Senior Scale Steno-	..

1	2	3	4	5	6
				graphers, who are members of the Punjab Co-operative Audit Department (Ministerial) Class-III Service and who have an experience of working on any of these posts for a minimum period of three years	
3	Personal Assistant	Hundred per cent	..	From amongst the Senior Scale Stenographers, who are members of the Punjab Co-operative Audit Department (Ministerial) Class-III Service and who have an experience of working as such for a minimum period of three years	..
4	Senior Auditor	Hundred per cent	..	From amongst the Inspectors Audit, who are working under the control of Chief Auditor, who have an experience of working as such for a minimum period of five years	..

APPENDIX 'C'

(See rule 8)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH-I)

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :—

1. **Short title, commencement and application.**—(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab ;
- (b) "Board" means the Subordinate Service Selection Board, Punjab, or any other authority constituted to perform its functions ;
- (c) "Commission" means the Punjab Public Service Commission ;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government ;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms ;

- (f) "recognised university or institution" means,—
- (i) any university or institution incorporated by law in any of the State of India ; or
 - (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules ;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service, constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix ;
- (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab ; and :—
- (i) "War Hero" means a defence service personnel or a para military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ; or
 - (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra : provided that,—
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab ;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note.— The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. **Nationality, domicile and character of person appointed to the Service.**—(1) No person shall be appointed to the Service unless he is,—

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces,—

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution : and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualification.**—(1) No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age.**—(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty-three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts :

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India :

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

6. **Qualification etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service :

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**—(1) A person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation ;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; and
- (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to

pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may,—

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the services by direct appointment ; and
- (b) if such person is appointed otherwise—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,—

- (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed ; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed ; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. **Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service :

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such

period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed :

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post :

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso :

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows :—

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise ;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer ;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person.

Note.—Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or

not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.

10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.**—(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.**—Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.**—Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

15. **Minimum educational and other Qualifications.**—(1) No person shall be appointed by direct appointment to the post of a Clerk under the Punjab Government unless he is Matriculate in Second Division or has passed Senior Secondary Part II Examination from a recognised university or institution.

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period, for which he could not qualify the said test :

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Matriculate from a recognised university or institution. Such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade II or Junior Scale Stenographer Grade II.—No person shall be appointed by direct appointment to a post of a Steno-typist Grade II, or a Junior Scale Stenographer Grade II under the Punjab Government, unless he—

- (a) is Matriculate in Second Division or has passed Senior Secondary Part II Examination from a recognised university or institution ; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.

17. Knowledge of Punjabi Language.—No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time :

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment :

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard :

Provided further that where a War-hero, who has been discharged from defence services or para military forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the

instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language :

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services.—(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For Promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion :

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefor in writing from the operation of this rule.

19. Power to relax.—Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect.**—The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

“APPENDIX”

(See rule 2)

Group ‘A’ posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more :

Provided that all existing Class-I posts irrespective of the monetary limits of the pay scales shall be placed in Group ‘A’ ;

Group ‘B’ posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to Rs. 11,659 ;

Group ‘C’ posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to Rs. 10,639.

A. S. CHATTHA,

Chief Secretary to Government of Punjab.

KUSUMJIT SIDHU,

Financial Commissioner, Co-operation
and Secretary to Government of Punjab,
Department of Co-operation.

No.3/30/2012-3FPPC/562
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY & COORDINATION BRANCH)

Dated, Chandigarh, the 22nd April, 2013

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court,
District & Session Judges, and,
All the Deputy Commissioners in the State.

Subject:- Commutation of Pension in respect of employees retiring on or after 1st April, 2013.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to para 6.1 of circular letter No. 3/23/09-3FPPC/879 dated 17.08.2009 and to say that as per the provisions of these instructions, a Government employee is entitled to commute for a lumpsum payment upto 40% of his/her pension. The Government for sometime past, considered to reduce the percentage from 40 to 20 keeping in view the enhancement in pensionary benefits due to the implementation of recommendations of Fifth Punjab Pay Commission.

2. After careful consideration, the Governor of Punjab is pleased to decide that employees retiring on or after 01.04.2013 will now be entitled to commute pension equivalent to 20% of their basic pension instead of 40%. The commuted portion of pension shall be eligible for restoration after 15 years from the actual date of commutation, as here-to-fore.

3. These instructions will apply:-

- (a) to the employees retiring on or after 01.04.2013;
- (b) to the employees who are on one year's extension and retiring on or after 01.04.2013;
- (c) to the employees retired before 01.04.2013 but have not applied for the commutation of pension as yet, due to any reason;
- (d) to the employees retiring on or after 01.04.2013 but whose commutation has already been sanctioned. In those cases, their commutation will be revised in view of these instructions.

4. The provisions of Chapter 11 of Punjab Civil Services Rules Volume II shall be deemed to have been amended to the extent as stated above and necessary notification shall be issued in due course of time. Other provisions and table referred in Rule 11.5(2) of the above said Rules shall, however, remain unchanged.

5. The receipt of this letter may please be acknowledged.

6. Punjabi version of this letter will follow.

Yours faithfully,


(USHA SEHGAL)
Joint Secretary Finance

No.3/30/2012-3FPPC/563

Dated, Chandigarh, the 22nd April, 2013

A copy is forwarded to :

1. The Principal Accountant General (Audit), Punjab, Chandigarh.
2. The Principal Accountant General (A&E), Punjab, Chandigarh.

Tuneet Kaur
Superintendent

No.3/30/2012-3FPPC/564

Dated, Chandigarh, the 22nd April, 2013

A copy is forwarded to :

1. The Chief Secretary to the Government, Punjab.
2. All the Financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab.
3. Resident Financial Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Tuneet Kaur
Superintendent

No.3/30/2012-3FPPC/565

Dated, Chandigarh, the 22nd April, 2013

A copy is forwarded to the: -

1. Secretary to Government of Haryana, Department of Finance, Chandigarh.
 2. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla; and;
 3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.
 4. Addl. Director, IAO (R), Sector-22 D, Chandigarh.
 5. Examiner, Local Fund Account, Punjab, Chandigarh.
 6. All the Deputy Controllers (F & A), IAO (R) Punjab, Chandigarh.
 7. President, Punjab State Accounts Services Association (Regd.), Sector-22 D, Chandigarh.
- for information and necessary action:-

Tuneet Kaur
Superintendent

No.3/30/2012-3FPPC/566

Dated, Chandigarh, the 22nd April, 2013

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- for information and necessary action.

Tuneet Kaur
Superintendent

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38. President, Retired Teachers and other Pensioners Welfare Association, 259, Kirti Nagar, Ferozepur City.
39. President, Government Pensioners Association,#3018,Sector 28-D, Chandigarh, 160018
40. Principal Secretary FinanceUttarakhand-4, Subhash Road, Secretariat Dehradun 248001.
41. Accountant General Uttarakhand, Oberoi Motor Building, Saharanpur Road Majra, Dehradun- 248171.
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46. General Secretary,Govt. Pensioner Association(Regd)1618, Sector 15, Panchkula.(20 copies)
47. Sh. Karam Singh Dhanoa, President, Punjab Govt. Pensioners Association Distt. S.A.S. Nagar (Mohali, # MIG(I),4747, Sector 70, Mohali.(10 copies)
48. Sh. Mohan Singh, General Secretary, President, Punjab Govt. Pensioners Association Distt. S.A.S. Nagar(Mohali, #2755, Phase-7, Mohali.(10 copies)
49. Asst. General Manager, State Bank of India, C.P.P.C. 2nd Floor, Sector 5, Panchkula,(20 copies)
50. President Punjab Irrigation Retd. Engineers Welfare Association, SCO 212, Sector 36-D , Chandigarh. (10 Copies)
51. Pritpal Singh, President, State Karamchari Cell, BJP, Punjab, B-XXV-1028/4, Basti Jodhewal, Ludhiana (10 Copies)
52. Sh. Prem Sagar Sharma, President, Punjab State Pensioners Mahasangh, Ward No. 3, Samrala. (10 copies)
53. Punjab Pensioners Welfare Association (Regd.), Distt: Hoisharpur, Head Office: Room No:19, Mini Secretariat, Hoisharpur. (10 Copies)
54. Excise and Taxation Department, Punjab, Pensioners Welfare Association, # 2063-B/5, Shergill Residence (Nani House), Guru Teg Bahadur Nagar, Lehal, Patiala. Mob: 98760-88706.
55. Sh. Sukhdev Singh DIG (R), Former Director, President Punjab Police Pensioners Welfare Association, Chandigarh, Room No:716-A, 7th Floor , Punjab Police Hqrs, Chandigarh.
56. Sh. B.R. Gupta, General Secretary, Punjab Raj Pensioners Union, Chandigarh, # 1453/44-B, Chandigarh-160047.

Supreet Kaur
Superintendent

TWDMS

**GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL -I BRANCH)**

Dated, Chandigarh, the 9th July, 2012

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: - Fixation of pay in the re-revised scales of pay--Clarifications regarding grant of next increment.

Sir,

I am directed to invite a reference to the subject cited above and to say that the scales of pay of certain categories of Government employees were re-revised from certain specified dates subsequent to the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009. Some Departments have asked for certain clarifications regarding grant of next increment for fixing the pay of such employees. The matter has been considered and the following clarifications are given on the various points raised in this regard:-

Sr.No.	Point	Clarification
1.	A Government employee was drawing Basic Pay of Rs.32390 (Rs. 26690 Pay in the Pay Band+ Rs.5700 G.P.) in the pay scale of 15600-39100+5700 Grade Pay, and his next increment was due on 1.1.2012. The pay scale of his post was revised as 15600-39100+6600 Grade Pay, w.e.f. 1.12.2011. Calculate the amount of the next increment admissible to him and fix his pay w.e.f. 1.1.2012.	On revision of his pay scale w.e.f. 1.12.2011, the pay of the employee from that date shall be fixed at Rs. 33290 (Rs.26690 Pay in the Pay Band+Rs.6600 G.P). As per provisions of rule 9 of the Punjab Civil Services (Revised Pay) Rules 2009, the increment is to be allowed @ 3% of the sum of the pay in the Pay Band and Grade Pay applicable. Accordingly, in this case, the amount of increment due from 1.1.2012 shall work out to Rs.1000 i.e. 3% of Rs. 33290 (i.e. Rs.26690 Pay in the Pay Band+Rs.6600 Grade Pay) and his pay on 1.1.2012 shall be fixed at Rs. 34290.
2.	A Government employee was drawing Pay of Rs.31690 (Rs 26690 Pay in the Pay Band+ Rs.5000 G.P.) in the scale of pay of 10300-34800+5000 Grade Pay, and his next increment was due on 1.12.2011. The pay scale of his post was revised as 15600-39100+5400 Grade Pay, w.e.f. 1.12.2011. Calculate the amount of the next increment admissible to him and fix his pay w.e.f. 1.12.2011.	On revision of his pay scale w.e.f. 1.12.2011, the pay of the employee from that date, shall, first be fixed at Rs.32090 (Rs.26690 Pay in the Pay Band+ Rs.5400 G.P). As per rule 9 of the Punjab Civil Services (Revised Pay) Rules, 2009, the increment is to be allowed @ 3% of the sum of the pay in the Pay Band and Grade Pay applicable. Accordingly, in this case the amount of increment due from 1.12. 2011 shall work out to Rs.970 i.e. 3% of Rs.32090 (i.e. Rs 26690. Pay in the Pay Band+Rs.5400 Grade Pay) and his pay on 1.12.2011 shall be fixed at Rs. 33060.

3.	A Senior Assistant was drawing Basic Pay of Rs. 15030 w.e.f. 1.1.2011 in the following scale of pay :- <table border="1" data-bbox="318 432 795 548"> <tr> <th>Pay Band</th><th>Grade Pay</th><th>Initial Pay</th></tr> <tr> <td>10300-34800</td><td>3800</td><td>14590</td></tr> </table> The pay scale of Senior Assistant was revised as under w.e.f. 1.12.2011:- <table border="1" data-bbox="318 728 795 844"> <tr> <th>Pay Band</th><th>Grade Pay</th><th>Initial Pay</th></tr> <tr> <td>10300-34800</td><td>4400</td><td>17420</td></tr> </table> Accordingly, his pay was fixed at initial pay of Rs. 17420 w.e.f. 1.12.2011. What will be his next date of increment?	Pay Band	Grade Pay	Initial Pay	10300-34800	3800	14590	Pay Band	Grade Pay	Initial Pay	10300-34800	4400	17420	In this case, as a consequence of fixation of his pay equal to the "initial pay" of the revised pay scale of Senior Assistant, the employee has gained an enhancement of pay of Rs. 2390 which is more than the amount of one increment. Rule 10 of Punjab Civil Services (Revised Pay) Rules, 2009 does not apply here because this rule is applicable only in those cases where an employee switches over from a pre-revised scale of pay to a revised scale of pay. Accordingly, it is clarified that where as a consequence of re-revision of a scale of pay from a date subsequent to the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009; the pay of a Government employee is fixed at the "initial pay" of his post and the employee concerned has gained an enhancement of pay equal to or more than the amount of one increment, the next increment shall be allowed to him after qualifying service of twelve months from the date of such fixation. In all other cases, the date of increment shall remain unchanged.
Pay Band	Grade Pay	Initial Pay												
10300-34800	3800	14590												
Pay Band	Grade Pay	Initial Pay												
10300-34800	4400	17420												

2. The above clarifications may please be brought to the notice of all concerned.

Jasbir Kaur
(JASBIR KAUR)
Deputy Secretary Finance

No. 5/55/09-5FP1/430

Dated, Chandigarh, the 9th July, 2012.

A copy is forward for information to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E), Punjab, Chandigarh.

Jasbir Kaur
Deputy Secretary Finance

No. 5/55/09-5FP1/431

Dated, Chandigarh, the 9th July, 2012.

A copy is forward for information to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab, Chandigarh.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Narinder Kaur
(Narinder Kaur)
Superintendent

No. 5/55/09-5FP1/432

Dated, Chandigarh, the 9th July, 2012.

A copy is forward to all the District Treasury Officer/Treasury Officers in the State for information and necessary action.

Narinder Kaur
Superintendent

No. 5/55/09-5FP1/433

Dated, Chandigarh, the 9th July, 2012.

A copy is forwarded for information to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh.
- (iii) The Director (E.G), Government of India, Ministry of Finance, Department of Expenditure, (Pay Research Unit), New Delhi.

Navinder Kaur
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All the Branches of the Department of Finance.

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No.3/19/10-3FPPC/ 1368

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY & COORDINATION BRANCH)

Dated, Chandigarh, the 16 December, 2011

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

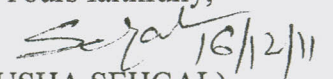
Subject: Grant of Ex-gratia to employees.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to say that after careful consideration of the recommendations contained in paras 6.55 to 6.60 of the report of the Fifth Punjab Pay Commission and in partial modification of instructions contained in letter No.3/19/10-3FPPC/1251, dated the 13th October, 2011, the Governor of Punjab is pleased to decide that in case of accidental or homicidal death of an employee during the performance of duty, his legal heirs will be entitled to a lump sum payment of Rs. 5.00 lacs as Ex-Gratia amount. However, the ex-gratia grant envisaged in these orders shall not be admissible in the case of those Government employees who commit suicide during the performance of duty.

2. The ex-gratia payment admissible under these orders shall not be linked to the basic pay or the group of the employee concerned.
3. It has been further decided that the full amount of ex-gratia payment admissible under these orders shall also be payable to those employees who incur complete permanent disability during the performance of duty rendering them unfit for further service. In the case of those employees who incur partial permanent disability during the performance of duty, ex-gratia payable under these orders shall be proportionate to the percentage of partial permanent disability incurred by him.
4. These orders shall come into force with effect from 1st December, 2011.
5. The instructions contained in para 8(b) of the letter under reference shall be deemed to have been amended accordingly.
6. The necessary amendments in the rules shall be made in due course.
7. The Punjabi version of these orders shall follow in due course.

Yours faithfully,


(USHA SEHGAL)
Joint Secretary Finance

No. 3/19/10-3FPPC/ 1369

Dated Chandigarh, the 16, Dec., 2011

A copy is forwarded to :

1. The Chief Secretary to the Government, Punjab;
2. All the Financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab
3. Resident Financial Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.


Joint Secretary Finance

No. 3/19/10-3FPPC/ 1370

Dated Chandigarh, the 16, Dec., 2011

A copy is forwarded to the: -

1. Secretary to Government of Haryana, Department of Finance, Chandigarh.
 2. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla; and;
 3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.
- for information and necessary action:-


Superintendent

No. 3/19/10-3FPPC/ 1371

Dated Chandigarh, the 16, Dec., 2011

A copy is forwarded to the:-

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 3. Accountant General, Haryana, Chandigarh;
 4. Accountant General, Himachal Pradesh, Shimla;
 5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh;
 6. All District Treasury Officers and Treasury Officers in the State of Punjab; (100 copies)
 7. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi;
 8. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh ;(500 copies)
 9. Director, Public Relations, Punjab, Chandigarh;
 10. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Office C-7, Bandra Kurla Complex, Post Box No.8143, Bandra Mumbai .
- for information and necessary action.


Superintendent

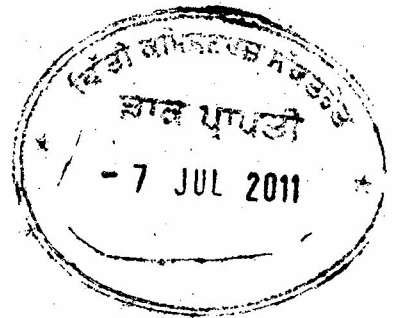
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37. President, Pensioners Welfare Association, Room number - 110, D-Block, Mini Secretariat, Patiala – 147 001. (5 Copies).
38. President, Retired Teachers and other Pensioners Welfare Association, 259, Kirti Nagar, Ferozepur City.
39. President, Government Pensioners Association,#3018,Sector 28-D, Chandigarh,160018
40. Principal Secretary FinanceUttarakhand-4, Subhash Road, Secretariat Dehradun 248001.
41. Accountant General Uttarakhand, Oberoi Motor Building, Saharanpur Road Majra, Dehradun-248171
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48. Sh. Mohan Singh, General Secretary, President, Punjab Govt. Pensioners Association Distt. S.A.S. Nagar(Mohali, #2755, Phase-7, Mohali.(10 copies)
49. Asst. General Manager, State Bank of India, C.P.P.C. 2nd Floor, Sector 5, Panchkula,(20 copies)
50. President Punjab Irrigation Retd. Engineers Welfare Association, SCO 212, Sector 36-D , Chandigarh. (10 Copies)
51. Pritpal Singh, President, State Karamchari Cell, BJP, Punjab, B-XXV-1028/4, Basti Jodhewal, Ludhiana (10 Copies)

Sanjay Kaur
Superintendent

ਨੰ: 7/29/2010-7ਸਸ/ 566
ਪੰਜਾਬ ਸਰਕਾਰ
ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਵਿਭਾਗ
(ਅਪੰਗ ਵਿਅਕਤੀਆਂ ਦੀ ਡਲਾਈ ਸ਼ਾਖਾ)



ਸੇਵਾ ਵਿਖੇ,

1. ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ।
2. ਰਾਜ ਦੇ ਸਮੂਹ ਮੰਡਲਾਂ ਦੇ ਕਮਿਸ਼ਨਰ।
3. ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ।
4. ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ, ਚੰਡੀਗੜ੍ਹ।
5. ਜ਼ਿਲਾ ਅਤੇ ਸੈਸ਼ਨਜ਼ ਜੱਜ ਪੰਜਾਬ ਰਾਜ ਵਿਚ।
6. ਰਾਜ ਦੇ ਸਮੂਹ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)।
7. ਚੇਅਰਮੈਨ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਪੰਜਾਬ, ਪਟਿਆਲਾ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 5-7-2011

ਵਿਸ਼ਾ:- ਅਪੰਗ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ ਗਰੁੱਪ ਏ, ਬੀ, ਸੀ ਅਤੇ ਡੀ ਵਿਚ ਤਰੱਕੀਆਂ ਕਰਨ ਸਮੇਂ ਰਾਖਵਾਂਕਰਨ ਦੇਣ ਬਾਰੇ।

ਸ੍ਰੀ ਮਾਨ/ਸ੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 10/26/95-5ਸਸ/1252 ਮਿਤੀ 2.5.97 ਵੱਲ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ, ਜਿਨ੍ਹਾਂ ਰਾਹੀਂ ਅਪੰਗ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ ਵਿਚ ਸਹੂਲਤਾਂ ਆਦਿ ਦੇਣ ਸਬੰਧੀ ਹਦਾਇਤਾਂ/ਸਪਸ਼ਟੀਕਰਨ ਦਿੱਤੇ ਗਏ ਹਨ।

2. ਅਪੰਗ ਕਰਮਚਾਰੀਆਂ ਵਲੋਂ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ ਵਿਚ ਪੱਦ ਉਨਤੀਆਂ ਲਈ 3% ਰਾਖਵਾਂਕਰਨ ਦੇਣ ਲਈ ਮਾਨਯੋਗ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ ਵਿਚ ਸਿਵਲ ਰਿੱਟ ਪਟੀਸ਼ਨ ਨੰ: 5809 ਆਫ 2010 ਅਤੇ ਸਿਵਲ ਰਿੱਟ ਪਟੀਸ਼ਨ ਨੰ: 11467 ਆਫ 2010 ਦਾਇਰ ਕੀਤੀਆਂ ਗਈਆਂ ਸਨ। ਮਾਨਯੋਗ ਹਾਈਕੋਰਟ ਵਲੋਂ ਇਨ੍ਹਾਂ ਰਿੱਟ ਪਟੀਸ਼ਨਾਂ ਨੂੰ ਪ੍ਰਵਾਨ ਕਰਦੇ ਹੋਏ ਇਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ ਵਿਚ 3% ਰਾਖਵਾਂਕਰਨ ਦੇਣ ਦੇ ਆਦੇਸ਼ ਮਿਤੀ 24-5-2010 ਅਤੇ ਮਿਤੀ 6-9-2010 ਰਾਹੀਂ ਦਿੱਤੇ ਗਏ ਸਨ। ਮਾਨਯੋਗ ਹਾਈਕੋਰਟ ਦੇ ਆਦੇਸ਼ਾਂ ਦੇ ਸਨਮੁੱਖ ਮਾਮਲੇ ਨੂੰ ਸਰਕਾਰ ਵਲੋਂ ਵਿਚਾਰਦੇ ਹੋਏ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ ਦੇ ਗਰੁੱਪ ਏ, ਬੀ, ਸੀ ਅਤੇ ਡੀ ਵਿਚ ਅਪੰਗ ਕਰਮਚਾਰੀਆਂ ਲਈ ਪੱਦ ਉਨਤੀਆਂ ਵਿਚ 3% ਰਾਖਵਾਂਕਰਨ ਦੇਣ ਲਈ ਹੇਠ ਅਨੁਸਾਰ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ:-

ਲੜੀ ਨੰ:	ਅਪੰਗਤਾ ਦੀ ਕਿਸਮ	ਪ੍ਰਤੀਸ਼ਤਤਾ
1.	ਨੇਤਰਹੀਣ ਅਤੇ ਅੰਸ਼ਕ ਨੇਤਰਹੀਣ	1%
2.	ਗੂੰਗੇ ਅਤੇ ਬੋਲੇ	1%
3.	ਫਿਜ਼ੀਕਲ ਹੈਂਡੀਕੈਪਡ ਅਤੇ ਦਿਮਾਗੀ ਕਮਜ਼ੋਰੀ	1%

3. ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੇ।

(Handwritten signature)

(ਟੀ.ਆਰ. ਸਾਰੰਗਲ)

ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਇਸ਼ਰਤੀ ਅਤੇ ਬਾਲ
ਵਿਕਾਸ ਵਿਭਾਗ ਪੰਜਾਬ।

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਾਂ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰਾਂ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

[Signature]
ਉਪ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ
ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ।

ਅੰ. ਵਿ. ਪੱ. ਨੰ: 7/29/2010-7ਸਸ/ 567
ਪਿ. ਅੰ. ਨੰ: 7/29/2010-7ਸਸ/ 568

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 5-7-2011
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 5-7-2011

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

1. ਡਾਇਰੈਕਟਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ,
2. ਚੇਅਰਮੈਨ, ਪੰਜਾਬ ਸਟੇਟ ਸਡਿਊਲਡ,
ਕਾਸਟਸ ਕਮਿਸ਼ਨ।
3. ਰਾਜ ਵਿਚ ਸਥਿਤ ਸਮੂਹ,
ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਉਪ-ਕੁਲਪਤੀ।
4. ਰਾਜ ਵਿਚ ਸਥਿਤ
ਸਮੂਹ ਬੋਰਡਾਂ ਦੇ ਚੇਅਰਮੈਨ

[Signature]
ਉਪ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

ਪੰਜਾਬ ਸਰਕਾਰ

ਪੰਜਾਬ ਸਰਕਾਰ

ਮਾਲ, ਪੁਨਰਵਾਸ ਤੇ ਡਿਜ਼ਾਸਟਰ ਮੈਨੇਜਮੈਂਟ ਵਿਭਾਗ
ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ ਸਕੱਤਰੇਤ
(ਰਿਕਾਰਡ ਸਾਖਾ)

ਅੰ. ਵਿ. ਪੱਤਰ. ਨੰ: 514 /ਰ-2/2011 / 13112 ਚੰਡੀਗੜ੍ਹ, ਮਿਤੀ: 11/7/2011

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ ਸਕੱਤਰੇਤ ਦੇ ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਵਧੀਕ ਸਕੱਤਰ, ਸੰਯੁਕਤ ਸਕੱਤਰ, ਉਪ ਸਕੱਤਰ, ਅਧੀਨ ਸਕੱਤਰ ਅਤੇ ਸਾਖਾਵਾਂ ਦੇ ਸੁਪਰਡੈਂਟ ਗਰੇਡ-1 ਅਤੇ ਗਰੇਡ-2 ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

[Signature]
ਸੁਪਰਡੈਂਟ
11/7/11



Policy Regarding

Government of Punjab

**Department of Governance Reforms,
SCO 193-195, Sector-34A,
Chandigarh**

Date of Issue : 20th June 2013

Policy Regarding Providing Laptops to Officers

Policy guidelines for provision of Laptops/Notebooks to all officers of Punjab Government who are entitled to get laptop in lieu of Desktop are as below:-

1. Eligibility:-

- 1.1 For the purpose of these policy guidelines, Laptops means Laptops, Notebook and Ultra-Notebook. They shall be referred to as 'Laptop'.
- 1.2 'Laptop' includes Laptop, all its accessories, pre-loaded licensed Operating Systems (OS), licensed office suite, Anti-virus, internet security tools, warranty for three years & insurance cost for three years.
- 1.3 All officers at the level of Secretaries/Special Secretaries/Divisional Commissioners/ Deputy Commissioners/ Head of Departments (HODs)/and above, may be given the option to choose a Laptop as per the pre-defined budget limit.
- 1.4 Administrative Secretary of the Department may also sanction the purchase of Laptop for any other officer of his/her department on need basis under this policy.
- 1.5 The total maximum limit of sanctioned amount per Laptop shall be Rs. 75,000/- (Rs. Seventy Five Thousand Only).
- 1.6 Eligible officer shall send his request (as per Format-1) for Laptop to the Department of Governance Reforms after getting approval from his/her competent authority.
- 1.7 Officer shall give a declaration at the time of making request for Laptop that no other Laptop(s) has(ve) been issued to him/her by any office of any other State Department/ Board/ Commission/ Society/ Corporations/ any other State owned agency or Public Sector Undertaking.

2. Accounting & Procurement Guidelines:-

- 2.1 Procurement shall be done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized dealers within 30 days from the date of sanction given by Department of Governance Reforms.
- 2.2 Officer shall ensure that he/she shall purchase a Laptop of internationally reputed brand and OEM of the Laptop must be able to provide international warranty on demand.
- 2.3 Laptop purchased must meet the minimum specification as mentioned in Annexure-1 of this policy.
- 2.4 Laptop shall be bought with three years comprehensive warranty.
- 2.5 Officer shall ensure that due care has been taken to avail to best price and other available benefits e.g. free extended warranty etc., as per prevailing market trend.
- 2.6 The officer can procure the Laptop costing any amount higher or lesser than the sanctioned limit i.e. Rs.75,000. However, concerned officer shall bear the additional cost over and above the sanctioned limit, if any.
- 2.7 Officer shall be responsible to take appropriate Insurance policy for the Laptop for its lifespan i.e. 3 years. Insurance cost shall be included in the overall limit of Rs.75,000/-.Cost of Laptop for the purpose of Insurance shall be base price of the Laptop including pre-loaded operating system. Any additional office suite, software or Anti-virus shall be excluded from the cost of Laptop for the purpose of insurance.
- 2.8 The overall cost limit shall include the cost of office suit/ anti-virus software and insurance.

2.9 The officer shall be wholly responsible for ensuring that documents submitted at the time of submitting utilization certificate are genuine & authenticated. The overall cost limit should include licensed office suite, antivirus software and insurance premium.

2.10 Reimbursement to the officer shall be made by Department of Governance Reforms through RTGS in his/her bank account (as mentioned in Laptop Request Form) only after purchase of Laptop, submission of bills & due approval of competent authority.

3. Depreciated/Residual Value of Laptop;

3.1 The lifespan of Laptop shall be treated as Three (3) years from the date of purchase of Laptop.

3.2 Depreciation shall be charged @ 32% of the cost per year on straight line method subject to the condition that the disposal price in any case is not less than 10% of the book value.

3.3 Depreciated/Residual value of Laptop shall be calculated as below

Year	Depreciated/Residual Value
At the end of Year 1	68% of purchase value
At the end of Year 2	36% of purchase value
At the end of Year 3	10% of purchase value
At any time beyond 3 rd year	10% of purchase value

3.4 For above calculation of residual value of the Laptop, the Purchase value shall be either actual purchase price of the Laptop or sanction amount, whichever is lower shall be taken into consideration.

3.5 The purchase value of the Laptop for the purpose of depreciation shall include Laptop, accessories, preloaded licensed operating system, licensed office suite & anti-virus software. Insurance cost shall be

excluded from the purchase value of the Laptop for the purpose of depreciation calculation.

- 3.6** To calculate depreciated value of laptop for a part of the year, proportionate depreciation rates shall be applicable.

4. General Guidelines:-

- 4.1 The officers shall be personally responsible for the laptops issued to them for its safety, data stored, viral attack, internet security and maintenance of the Laptops during its lifetime.
- 4.2 There shall be no provision of any claim regarding write-off of laptop on account of any loss/damage and the claim shall be dealt only as per insurance policy obtained & claim recovered. Any loss on account of any such claim settlement shall be borne by the officers concerned.
- 4.3 The laptop issued to the officer shall remain the property of the Department of Governance Reforms but in possession of the officer till the time the officer deposits its residual value and takes ownership of the same as per guidelines laid down in this policy.
- 4.4 Government of Punjab shall not be responsible/ liable for any contractual, legal and statutory, cyber security issues arising out during the use of Laptop.
- 4.5 In the event of leaving/ termination/ superannuation from services from Government of Punjab, the officer shall buyback the Laptop at the applicable depreciated value.
- 4.6 The Department of Governance Reforms shall be responsible to make all necessary entries of laptop in their stock record.

- 4.7 The laptop once procured shall continue to be in possession of the Officer and he/she shall carry the laptop with him/her upon any event of resignation/ retirement/ transfer of services/ deputation within/ outside the state or leaving the organization permanently etc.
- 4.8 After completion of lifespan of laptop, officers can anytime pay its residual value to take the ownership of the same.
- 4.9 This policy shall supersede any earlier letter/instructions/ policy/ guidelines etc. issued regarding issuances of laptop.
- 4.10 After the expiry of three years, the officer entitled for having Laptop may exercise his/her option for a fresh Laptop as per this policy.
- 4.11 Officer already issued Laptop by the erstwhile Department of Information Technology or Department of Governance Reforms and where the life span of the laptop has not expired as per the present policy, shall not be entitled for any new Laptop till expiry of the life span of the Laptop already issued.

Laptop minimum Technical specifications

Item	Minimum Specifications
Processor	Intel Core i5/i7 or equivalent processor. Clock Speed of Minimum 1.70 GHz with Turbo Boost up to 2.60 GHz or higher
Motherboard	Intel® Express Chipset or equivalent or higher
Cache Memory	3 MB (L3 Cache) or higher
RAM	4 GB (On Board) DDR3L SDRAM upgradeable up to 8 GB or higher
Storage	Minimum 320 GB or higher
Graphics Accelerator	Intel® HD Graphics or equivalent or higher
Display	minimum 13.3 (33.8 cms) wide (WXGA: 1366 x 768) TFT colour display, LED backlight
USB	Hi-Speed USB (USB 2.0) port Type A Connector x 2
Network (RJ-45)Connector	1000BASE-T/100BASE-TX/10BASE-T x 1 or higher
Display Output Connector	Analogue RGB, mini D-sub 15 pin x 1 or higher
Headphone	Stereo, Mini Jack x 1 or more
Wi-Fi	IEEE 802.11b/g/n, Maximum transmission speed: 300 Mbps*8, Maximum receipt speed: 300 Mbps*8
Bluetooth	Bluetooth® standard Ver. 4.0 + HS
Integrated Web Camera	Inbuilt web camera , 1.3 megapixels or higher
Keyboard	82 Keys or higher
Battery Life	Minimum 3 Hrs
Operating System	Preloaded Windows 7 or higher.
Accessories	Laptop Charger, Carry Bag, other media and accessories

Request for Laptop

1.	Request number (to be filled by Department of Governance Reforms)	
2.	Name of the Officer	
3.	State Employee Code	
4.	Date of Joining	
5.	Current Designation	
6.	Current Organization & place of Posting	
7.	i. Whether any personal Desktop already issued?	
	ii. If yes, whether the same has been returned back?	
8.	Bank Account Number	
	IFSC Code	
	Branch Name	
<u>Declaration:</u> I declare that I have not been issued any other official Laptop from any other State Department/ Board/ Corporation/ Society/ Commission/ any other state owned agency or Public Sector undertaking.		
Date :		Signature of the Officer
Approved By :		
Name & Designation		Signature

No. 3/23/09-3FPPC/ 1358

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated, Chandigarh, the 15th December, 2011

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission regarding pension and other retirement benefits.

Sir,

I am directed to invite a reference to para 3.1 of Government letter No. 3/23/09-3FPPC/879, dated 17th August, 2009, on the subject cited above and to say that the Governor of Punjab is pleased to decide that the linkage of full pension with qualifying service of 33 years shall be dispensed with. Once a Government employee has rendered minimum qualifying service of twenty-five years, pension shall be admissible equal to 50% of emoluments or average emoluments received during the last 10 months, whichever is beneficial to him.

2. Nothing in this communication shall apply to the employees governed by the New Pension Scheme.
3. These orders shall come into force with effect from 1st December, 2011.
4. The other terms and conditions regarding grant of pension and other retirement benefits shall remain unchanged.
5. Necessary amendment in rules shall be made in due course.
6. Punjabi version of these orders shall follow in due course.

Yours faithfully,


(USHA SEHGAL) 15/12/11
Joint Secretary Finance

No. 3/23/09-3FPPC/ 1359

Dated, Chandigarh, the 15th December, 2011.

A copy each is forwarded to:-

- (i) The Principal Accountant General (Audit), Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E), Punjab, Chandigarh.


Joint Secretary Finance 15/12/11

No. 3/23/09-3FPPC/ 1360

Dated, Chandigarh, the 15th December, 2011.

A copy each is forwarded to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Amrinder Kaur
Superintendent

No. 3/23/09-3FPPC/ 1361

Dated, Chandigarh, the 15th December, 2011.

A copy each is forwarded for information to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh.

Amrinder Kaur
Superintendent

No. 3/23/09-3FPPC/ 1362

Dated, Chandigarh, the 15th December, 2011.

A copy is forwarded to all the District Treasury Officers /Treasury Officers in the State for information and necessary action.

Amrinder Kaur
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

No.6/47/2011/1FPII/521

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-II BRANCH)

Dated, Chandigarh, the 20th July, 2011

To

All the Heads of the Departments,
Registrar, Punjab & Haryana High Court,
All the Commissioners of Divisions,
All the Deputy Commissioners and
All the Sub-Divisional Officers (Civil)
in the State of Punjab.

Subject: - Fixation of pay of a Government employee on appointment to a post involving the assumption of duties and responsibilities of greater importance.

Sir/Madam,

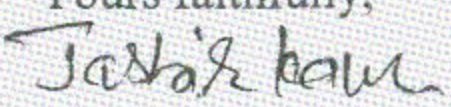
I am directed to invite a reference to the subject cited above and to say that a clarification has been asked for from the Department of Finance regarding fixation of pay of a Government employee who is appointed to a post involving the assumption of duties and responsibilities of greater importance on or with effect from the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009.

2. After careful examination of the matter, it has been decided that the pay of a Government employee, who is appointed to a post involving the assumption of duties and responsibilities of greater importance, on or with effect from the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009 as amended vide Government Notification No. 5/10/09-5FPI/339, dated the 29th July, 2009, shall be fixed in the same manner as laid down in rule 11 of the aforesaid rules for fixation of pay in the case of promotion from one grade pay to another.

3. It has been further decided that in the case of a Government employee who stands appointed to a post involving the assumption of duties and responsibilities of greater importance, during the period from the first day of January, 2006 to the date preceding the date of issue of these instructions, the option prescribed in clause (ii) of the rule 11 of the Punjab Civil Services (Revised Pay) Rules, 2009, may be exercised within a period of three months from the date of issue of these orders.

4. Necessary amendment(s) in the rules will be made in due course.

5. Punjabi version of these orders will follow in due course.

Yours faithfully,

(JASBIR KAUR)
Under Secretary Finance (J)

Contd on page-2

No.3/28/2011-4FPPII/612

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)

Dated, Chandigarh, the 3rd October, 2011

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission
---Grant of Mobile Phone Allowance.

Sir,

I am directed to invite a reference to the subject cited above and to say that after careful consideration of the recommendations of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to decide that the employees of the State Government shall be entitled to a fixed Mobile Phone Allowance at the rates mentioned below:-

Sr.No.	Category of Employees	Rate per mensem (in Rupees)
1.	Group- A	500
2.	Group- B	300
3.	Group- C	150
4.	Group- D	100

2. The grant of Mobile Phone allowance shall be subject to the following conditions:-
 - (a) The employees will have to provide mobile numbers on which their superior or general public can contact them for official work. These numbers can also be hosted on any Government website.
 - (b) Those employees who are already entitled to Mobile Phone Facility may elect to retain the same. In the case of such employees, the unutilized amount, if any, on their residential telephone will be allowed to be adjusted against their higher utilization of the mobile phone services.
 - (c) The payment shall be made alongwith the salary of the employees.
3. These orders shall be effective from the 1st October, 2011.

Yours faithfully,
Jasbir Kaur
(JASBIR KAUR)
Under Secretary Finance
3.10.11

No.3/28/2011-4FP2 / 824

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)

Dated, Chandigarh, the 23rd December, 2011

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Grant of Mobile Phone Allowance.

Sir,

I am directed to invite a reference to Government circular letter No 3/28/2011-4FP2/ 612, Dated 3rd October, 2011, and to say that the Governor of Punjab is pleased to decide that the fixed Mobile Phone Allowance admissible to Group-C and Group-D employees of the State Government shall be enhanced to Rs. 250/- (Rupees Two Hundred Fifty only) per mensem.

2. The other terms and conditions for grant of Mobile Phone Allowance shall remain unchanged.

3. These orders shall be effective from the 1st December, 2011.

Yours faithfully,

Jasbir Kaur
(JASBIR KAUR)

Under Secretary Finance

No.3/28/2011-4FP2 / 825

Dated, Chandigarh, the

23rd December 2011.

A copy each is forwarded to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E)), Punjab, Chandigarh.

Jasbir Kaur
Under Secretary Finance
23rd December, 2011.

No.3/28/2011-4FP2 / 826

Dated, Chandigarh, the

A copy each is forwarded to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg,
- (iv) New Delhi.

Jeamlesh Ahluwalia
Superintendent

No.3/28/2011-4FP2 / 827

Dated, Chandigarh, the

23rd December, 2011.

A copy each is forwarded for information to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh.

Jeamlesh Ahluwalia
Superintendent

No.3/28/2011-4FP 2/828

Dated, Chandigarh, the

23rd December, 2011

A copy is forwarded to all the District Treasury Officers /Treasury Officers in the State for information and necessary action.

Harvinder Singh Arora
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

No.3/23/09-3FPPC/879

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated Chandigarh, the 17-8-2009

To

All Heads of Departments
Commissioners of Divisions
Registrar, Punjab and Haryana High Court,
District and Session Judges and
All Deputy Commissioners in the State.

Subject: - Implementation of recommendations of the Fifth Punjab Pay Commission regarding Pension and other retirement benefits.

Sir/Madam,

I am directed to address you on the subject cited above and to say that after careful consideration of the recommendations of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to revise/modify/grant various benefits to the pensioners of the State as indicated in the succeeding paragraphs :

DATE OF EFFECT :

1. The revised provisions as per these orders shall apply to Govt. employees who retire/die in harness on or after 1st January, 2006 (separate orders are being issued in respect of employees who retired/died before 1st January, 2006). Where pension/family pension/gratuity/commutation of pension etc. has already been sanctioned in cases occurring on or after 1-1-2006, the same shall be revised in terms of these orders. In cases where pension has been finally sanctioned on the pre-revised orders and if it happens to be more beneficial than the pension becoming due under these orders, the pension already sanctioned shall not be revised to the disadvantage of the pensioner in view of proviso to rule 9.15 (1) of Punjab Civil Services Rules, Volume-II.

2. EMOLUMENTS AND AVERAGE EMOLUMENTS

- 2.1 The term 'Emoluments' for the purposes of calculating various Pensionary benefits other than death-cum-retirement gratuity shall mean pay as defined in rule 6.19 C of Punjab Civil Services Rules Volume II as amended from time to time and as applicable to pensioners/family pensioners under the rules.
- 2.2 Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay etc.
- 2.3 In the case of all kinds of gratuity, dearness allowance admissible on the date of retirement/death shall continue to be treated as emoluments along with the emoluments as defined in paragraph 2.1 above.

2.4 The average emoluments of those employees who retire within ten months from the date of coming over to the revised pay structure shall be calculated as follows :—

(i) for the period during which pay is drawn in pre-revised scales, Basic Pay, personal pay if any, and NPA, DA actually admissible as on 31-12-2005 in the un-revised scale.

(ii) For the period during which pay is drawn in the Revised pay structure Basic pay plus grade pay and NPA in the revised pay structure scales according to the Punjab Civil Services Rules (Revised pay) Rules, 2009.

Such employees are to give an option to have their pension computed on the basis of their pre-revised reckonable emoluments in the manner as if they retired on 31st December, 2005 (ignoring the revised emoluments drawn by them after 1st January, 2006) and have such pension consolidated and up-dated to 1st January, 2006 level. They shall be allowed such updated pension if it is more beneficial with effect from the date of their actual retirement. Such option shall be exercised within three months of the issue of these orders; such an option may be given by eligible legal heir in the case of a deceased employee.

3. PENSION :

3.1 Pension shall continue to be 50% of basic pay (plus NPA). It shall also continue to be calculated on the basis of last pay drawn or 10 months average which ever is beneficial to the employees subject to a minimum of Rs. 3500/- per month.

3.2 A Government employee retiring in accordance with Punjab Civil Services Rules Volume-II as amended from time to time and as applicable to the pensioners/family pensioners, before completing qualifying service of ten years shall not be entitled to pension but he shall continue to be entitled to service gratuity in terms of rule 6.16 of Punjab Civil Services Rules Volume-II.

3.3 The amount of pension shall be subject to a minimum of Rs. 3500 with effect from 1st January 2006.

Additional pension/family pension

3.4 In addition to above provisions, the quantum of pension available to the old pensioners/ family pensioners, shall be increased as follows :—

Age of pensioner/family pensioner	Additional quantum of pension/family pension
From 65 years to less than 75 years	5 percent of revised basic pension/family pension
From 75 years to less than 80 years	10 percent of revised basic pension/ family pension
From 80 years to less than 85 years	20 percent of revised basic pension/ family pension
From 85 years to less than 90 years	30 percent of revised basic pension/ family pension
From 90 years to less than 95 years	40 percent of revised basic pension/ family pension
From 95 years to less than 100 years	50 percent of revised basic pension/ family pension
100 years or more	100 percent of revised basic pension/family pension

Note:-(i) The Additional quantum of pension/family pension on attaining the age of 65 years and above would be admissible from the first day of the month in which his date of birth falls. For example, if a pensioner/family pensioner completes the age of 80 years in the month of August, 2008 he will be entitled to additional pension/family pension with effect from 1st August, 2008. Those pensioners/family pensioners whose date of birth is 1st August, 2008 will also be entitled to additional pension/family pension with effect from 1st August, 2008 on attaining the age of 80 years and above.

(ii) The Accountant General (A&E) Punjab shall ensure that the date of birth and the age of the pensioners/family pensioners is invariably indicated in the PEN-I and the Pension Payment Order to facilitate payment of additional pension/family pension by the Pension Disbursing Authority as soon as it becomes due. The amount of additional pension/family pension will be shown distinctly in the Pension Payment Order. For example, in case where a pensioner is more than 65 years of age and his pension is Rs. 10,000 PM, the pension will be shown as (i) Basic Pension = Rs. 10,000 and (ii) Additional Pension = Rs. 500 per month. The pension on his attaining the age of 75 will be shown as (i) Basic Pension = Rs. 10,000 and (ii) Additional Pension = Rs. 1000 per month.

(iii) The existing provisions relating to grant of Dearness Relief on Old Age Allowance which has been termed as additional pension/family pension shall continue to be in force.

4. Rates of Retirement-cum-death gratuity/DCRD

The maximum limit of Retirement-cum-Death Gratuity is raised from the present Rs. 3.50 lacs to 10.00 lacs.

5. Rates of family Pension :

5.1 Family pension shall continue to be calculated at the existing rates subject to a minimum of Rs. 3500/ per month.

5.2 The grant of special pension under the extraordinary pension rules is being considered separately.

5.3 For the purpose of rule 6.17 of Punjab Civil Service Rules Vol. II the existing provision/instructions shall remain to be in force.

5.4 Parents who were wholly dependent on the Government employee when he/she was alive provided the deceased employee had left behind neither a widow nor a child. The parents whose total income from all sources was Rs. 3500/- per mensem or more at the time of death of the employee shall not be considered to be dependent.

6. Commutation of Pension

6.1 A Government employee shall continue to be entitled to commute for a lump-sum payment up to 40% of his pension.

6.2 The existing table of commutation value for pension annexed to existing rules shall be substituted by new table as at annexure-1 of this order.

6.3 The revised table of commutation value for pension will be used for all commutation of pension, which becomes absolute after the date of issue of this order. In case of such

pensioners in whose case commutation of pension became absolute on or after 1st January, 2006 but before the issue of this order the pre-revised table of commutation of value for pension will be used for payment of commutation of pension based on pre-revised pay/pension. Such pensioner shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay/pension. On exercising such an option by pensioner, the revised table of commutation value for pension will be used for the commutation of additional amount of pension.

7. **Constant Attendant Allowance**

A Constant Attendant Allowance @ Rs. 3000 per month shall be given to the Punjab Government Employees who suffer 100% disability as a result of action against extremists or anti-social elements and who are dependent on some body for day to day functions. This shall be in addition to the extra ordinary disability pension and other benefits.

8. **Ex-gratia payment**

The maximum limit of ex-gratia is increased to Rs. 3.00 lacs in case of death in harness which occurs due to causes attributable to the service and to Rs. 10.00 lacs for death in the case of performance of duty such as dealing with riots, terrorist attack or enemy action.

9. **TRAVEL CONCESSION**

The existing provisions relating to Travel Concession shall continue to be in force.

10. The pension/family pension in terms of these orders will qualify for dearness relief beyond average All India Consumer Price Index-536 (Basic year 1982=100). The revised pattern of dearness relief will be notified separately.

11. In respect of matters not provided in the above orders, the existing rules/instructions on the subject shall continue to be in force. The Punjab Civil Services (Revision of Pay) Rules, 2009 shall also apply, wherever required in the context of above orders. The relevant provisions of the Punjab Civil Services Rules Volume II shall be deemed to have been amended to the extent of the contents of this letter, and notification for the same will be issued in due course.

12. All proposed increases in allowances and other benefits (such as old age allowance, medical allowance, constant attendant allowance, ex-gratia payment) shall take effect from the date of issue of these orders by the Government whereas the revised pensionary benefits (such as basic pension, commutation of pension, gratuity) shall be from 1-1-2006. Decision about the payment of arrears of pensions from 1-1-2006 to 31-7-2009 shall be taken in due course of time and with effect from 1-8-2009 enhanced pension in cash shall become payable.

13. Punjabi version of these orders will follow in due course of time.

Yours faithfully,

Om Parkash Bhatia

(Om Parkash Bhatia)

Under Secretary, Finance(B)

A copy is forwarded to the: -

1. The Chief Secretary to the Government of Punjab;
2. All the Financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab;
3. Resident Financial Commissioner, Punjab, Punjab Bhawan Copernicus Marg, New Delhi;
4. Director, Information and Technology (Infotech), Udyog Bhawan, Sector 17, Chandigarh. (Put the information on Punjab Govt. website.)
5. Under Secretary to Govt. of Punjab, Department of Finance (Codification Branch)

for information and necessary action.

Bans Parkash Khatri

Under Secretary, Finance (B)

To

1. The Chief Secretary to the Government of Punjab;
2. All the Financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab
3. Resident Financial Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.
4. Director, Information and Technology (InfoTech), Udyog Bhawan, Sector 17, Chandigarh.
5. Under Secretary to Govt. of Punjab, Department of Finance (Codification Branch)

No. 3/23/09-3FPPC/ 880

Dated Chandigarh, the 17-8-2009

No. 3/23/09-3FPPC/ 881

Dated Chandigarh, the 17-8-2009

A copy is forwarded to the: -

1. Secretary to Government of Haryana, Department of Finance, Chandigarh.
2. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla; and
3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.

for information and necessary action:-

Madan Lal

Superintendent

No. 3/23/09-3FPPC/ 882

Dated Chandigarh, the 17-8-2009

A copy is forwarded to the:-

1. Accountant General (A & E), Punjab. Pension-III Branch, Sector 17, Chandigarh (100 copies)
2. Accountant General (Audit), Punjab, Chandigarh (30 copies)
3. Accountant General, Haryana, Chandigarh;

4. Accountant General, Himachal Pradesh, Shimla;
5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh;
6. All District Treasury Officers and Treasury Officers in the State of Punjab;
7. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi;
8. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh ;(100 copies)
9. Director, Public Relations, Punjab, Chandigarh;
10. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Office C-7, Bandra Kurla Complex, Post Box No.8143, Bandra Mumbai.

for information and necessary action.

Madan Garg

Superintendent

Endst. No. 3/23/09-3FPPC/ 883

Dated Chandigarh, the 17-8-2009

Copies are forwarded to the: -

1. General Manager, Operation, Parliament Street, State Bank of India New Delhi; (10 copies)
2. Development Manager (P& S Banking State Bank of Patiala), H.O., The Mall, Patiala ; (100 copies)
3. Regional Manager, Indian Overseas Bank, Showroom Nos. 11-13, Madhya Marg, Sector-7-C, Chandigarh ;(100 copies)
4. Regional Manager, Central Bank of India, Regional Office, 427-A Ghumar Mandi Ludhiana ; (50 copies)
5. Regional Manager, Central Bank of India, Regional Office, 1, Queens Road, Civil Lines, Amritsar ; (50 copies)
6. Regional Manager, State Bank of India, Zonal Office PB Nos 113, 68-69 Bank Square Sector-17, Chandigarh ; (50 copies)
7. The Zonal Manager, Bank of India 181-82, Sector 17, Chandigarh ; (100 copies)
8. Punjab National Bank, Feroze Gandhi Market, Ludhiana. ; (20 copies)
9. Regional Manager, Punjab National Bank, Regional Office, Zila Parishad Building, Ferozepur ; (50 copies)
10. Regional Manager, Punjab National Bank, Regional Office, Neeland Road, Amritsar;(50 copies)
11. Regional Manager, Punjab National Bank, Regional Office Feroze Gandhi Market, Pakhowal Road, Ludhiana ;(50 copies)
12. Regional Manager, Punjab National Bank, Regional Office, Civil Lines, Jalandhar (50 copies)
13. Regional Manager, Punjab National Bank, Regional Office, Jalandhar Road, Hoshiarpur ;(50 copies)
14. Regional Manager, Punjab National Bank, Kapurthala;(50 copies)

15. Zonal Office, Punjab National Bank, Sector 17, Chandigarh ;(50 copies)
16. Manager, State Bank of India, Banking operations department, Local Head office, Sector-17, Chandigarh;(200 copies)
17. Zonal Manager, United Commercial Bank, Zonal Office, SCO no. 1092-93, Sector-22 C, Chandigarh;(50 copies)
18. Divisional Manager, United Commercial Bank, Divisional Bank, 1st floor, Bank Square, Sector 17, Chandigarh;(50 copies)
19. Divisional Manager, United Commercial Bank Bldg., 3rd floor, Sector-17, Chandigarh ; (50 copies)
20. Divisional Manager, United Commercial Bank, MC Chowk, Jalandhar ;(50 copies)
21. Regional Manager, PNB, Dharamshala, HP; Regional Manager, Punjab National Bank, Regional Office, Karnal, HARYANA;(50 copies)
22. Regional Manager, Oriental Bank of Commerce, Sector – 17, CHD. (30 copies)
23. The Secretary, Punjab State Electricity Board, The Mall, Patiala;(10 copies)
24. President, Punjab Government Pensioners Association (Regd.) Ferozepur(10 copies)
25. Examiner, Local Fund Accounts, Punjab, Chandigarh ;(5 copies),
26. Regional Manager, Oriental Bank of Commerce, The Main Road, Jalandhar;(10 copies)
27. Regional Manager, Punjab & Sind Bank, Sector-17, Chandigarh ; (15 copies)
28. Manager, Indian Overseas Bank, Regional office, 550/1, College Road, Fountain Chowk, Civil Line Ludhiana (10 copies)
29. Manager, Central Bank of India, Sector-17, Chandigarh ;(25 copies)
30. Regional Manager, Indian Bank, SCO-189-192, Sector-7 C, Chandigarh ; (50 copies)
31. Registrar ,Guru Nanak Dev University Amritsar.
32. Registrar ,Punjab University, Chandigarh,
33. Registrar, Punjabi University, Patiala,
34. Registrar, Punjab Agriculture University, Ludhiana,
35. Principal Secretary Finance Uttrakhand-4, Subhash Road, Secretariat Dehradun 248001.
36. Accountant General Uttrakhand, Oberoi Motor Building, Saharanpur Road Majra, Dehradun-248171
37. Uco Bank, Head Office, Finance Department 2 India Exchange place, 3rd floor, Kolkata-700001
38. Accountant General (A & E), Allahabad, Uttar Pradesh.

Madan Singh
Superintendent

ANNEXURE-I

COMMUTATION VALUE FOR A PENSION OF RE 1 PER ANNUM

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

6754/19-2-09 / PUNJAB GOVT. PRESS MOHALI.

GOVERNMENT OF PUNJAB

DEPARTMENT OF COOPERATION

Notification

The 30th November, 2009

No. G.S.R.49/P.A.25/1961/S. 85/Amd.(15)/2009.—In exercise of the powers conferred by section 85 of the Punjab Cooperative Societies Act, 1961 (Punjab Act No. 25 of 1961), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Cooperative Societies Rules, 1963, namely :—

RULES

1. (1) These rules may be called the Punjab Cooperative Societies (First Amendment) Rules, 2009.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Cooperative Societies Rules, 1963 (hereinafter referred to as the said rules), in rule 49, in sub-rule (1), for the words “as soon as practicable”, the words “as soon as practicable, but not later than three months” shall be substituted.

3. In the said rules, in rule 52, in sub-rule (4), for the words “in his discretion”, the words and sign “for reasons, to be recorded in writing”, shall be substituted.

4. In the said rules, in Appendix ‘A’, serial No. 7 and the entries relating thereto, shall be omitted.

5. In the said rules, in Appendix ‘C’,—

(i) in Part I,—

(a) In rule 1, in clause (e), for the words “means person”, the words “means a person” shall be substituted ;

(b) In rule 10, in sub-rule (1), for the words “members society”, the words “member societies” shall be substituted ; and

ਨੰ: 6/33/2010-6ਪੀ.ਪੀ.3/1442

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ਨਨ ਵਿਭਾਗ
(ਪੀ.ਪੀ.3 ਸ਼ਾਖਾ)

-5-

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ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼,
ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ
ਉੱਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ, ਪੰਜਾਬ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 21/09/2011

ਵਿਸ਼ਾ: ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 6/21/2001-6ਪੀਪੀ3/5108, ਮਿਤੀ 8.5.2002 ਜਿਸ ਰਾਹੀਂ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ, ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਸਪੱਸ਼ਟੀਕਰਨ ਜਾਰੀ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਸਕੀਮ ਤਹਿਤ ਜਿਹੜੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਸਮਰੱਥ ਅਥਾਰਟੀ ਤੋਂ 5 ਸਾਲ (ਘੱਟੋ ਘੱਟ 3 ਸਾਲ) ਦੀ ਇਹ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਮਨਜ਼ੂਰ ਕਰਵਾ ਕੇ ਜਾਂਦਾ ਹੈ ਤਾਂ ਅਜਿਹੀ ਛੁੱਟੀ ਦੌਰਾਨ ਜੇਕਰ ਕਿਸੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਦੀ ਪਦਉਨਤੀ ਦੀ ਵਾਗੀ ਆਉਂਦੀ ਹੈ, ਦੇ ਮਾਮਲੇ ਉਸੇ ਤਰ੍ਹਾਂ ਵਿਚਾਰੇ ਜਾਣ ਜਿਵੇਂ ਨਾਰਮਲ ਹਾਲਾਤਾਂ ਵਿੱਚ ਕੋਈ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਕਮਾਈ ਛੁੱਟੀ ਜਾਂ ਬਿਨਾਂ ਤਨਖਾਹ ਛੁੱਟੀ ਤੇ ਜਾਂਦਾ ਹੈ, ਤੇ ਉਸ ਦੇ ਹਾਜ਼ਰ ਹੋਣ ਉਪਰੰਤ ਉਸ ਦੇ ਕੇਸਾਂ ਤੇ ਰੂਲਾਂ ਅਨੁਸਾਰ ਵਿਚਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

2. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

3. ਇਹ ਪੱਤਰ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਜੋ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੰ:ਨੰ:1/14/2001-3ਵਿਪ੍ਰ2/809 ਮਿਤੀ 18-8-2011 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ ਹੈ, ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

2-ਸ਼੍ਰੀ ਪ. ਲਿਲ
ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਨ

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ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਕਰਨ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਕੁਨੈਲ ਸਿੰਘ
ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ,
ਪੰਜਾਬ।

ਐ.ਵਿ.ਪੱ.ਨੰ: 6/33/2010-6ਪੀ.ਪੀ.3/1443
ਪਿੱ.ਐ.ਨੰ: 6/33/2010-6ਪੀ.ਪੀ.3/1444

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 21/09/2011
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 21/09/2011

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਾਰੇ ਬੋਰਡਾਂ/ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਆਦਿ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਕੁਨੈਲ ਸਿੰਘ
ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ (ਵਿੱਤ ਪ੍ਰਸ਼ਨਲ-2 ਸ਼ਾਖਾ) ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਐ.ਵਿ.ਪੱ.ਨੰ: 1/14/2001-3ਵਿਪ੍ਰ2/809 ਮਿਤੀ 18-8-2011 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਕੁਨੈਲ ਸਿੰਘ
ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

ਸੇਵਾ ਵਿਖੇ

ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ,
(ਵਿੱਤ ਪ੍ਰਸ਼ਨਲ-2 ਸ਼ਾਖਾ)।

ਐ.ਵਿ.ਪੱ.ਨੰ: 6/33/2010-6ਪੀ.ਪੀ.3/1445

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 21/09/2011

No.3/39/09-3FPPC/ 1413
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated Chandigarh, the 23rd Dec. 2011

To

All Heads of Departments,
Registrar, Punjab and Haryana High Court,
All Commissioners of Divisions,
All Deputy Commissioners in the State,
District and Session Judges and
All The Sub-Divisional Officers (Civil) in the State of Punjab.

Subject:- Regarding entitlement of enhanced family pension payable to the family of a Government employee who dies in harness.

Sir/Madam,

I am directed to invite a reference to Government letter no. 3/39/09-3FPPC/944, dated the 25th July, 2011, on the subject cited above and to say that the Governor of Punjab is pleased to decide further as under: -

2. The rate of family pension in respect of employees who die in harness, during the first fifteen years from the date of death or till the Government employee would have attained the age of sixty five had he survived, whichever period is less, shall be as follows:-

Pay in the Revised Pay Structure	Rate of Enhanced Family Pension per mensem
Pay upto Rs. 10,000	60% of pay
Pay above Rs. 10,000	50% of pay subject to minimum of Rs. 6000

3. The rate of family pension in respect of employees who die in harness, after first fifteen years from the date of his death or till the Government employee would have attained the age of sixty five had he survived, whichever period is less, shall be as follows:-

Pay in the Revised Pay Structure	Rate of Enhanced Family Pension per mensem
Pay upto Rs. 10,000	40% of pay
Pay above Rs. 10,000	30% of pay subject to minimum of Rs. 4000

4. These enhanced rates mentioned in para 2 above shall not apply in those cases where the period of ten years for payment of enhanced family pension, in terms of para 2 of the letter under reference, stood completed before the first day of December, 2011 and the family was receiving family pension at the rates mentioned in para 3 thereof.

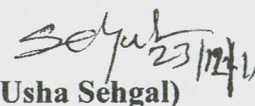
5. These orders shall come into force w.e.f 01-12-2011.

6. The other provisions of the letter under reference shall remain unchanged.

7. Necessary amendment(s) in the rules will be made in due course.

8. Punjabi version of this letter will follow in due course.

Yours faithfully,


(Usha Sehgal)

Joint Secretary Finance

No. 3/39/09-3FPPC/1414

Dated Chandigarh, the 23rd Dec., 2011

A copy is forwarded to:

1. The Principal Accountant General (Audit), Punjab, Chandigarh.
2. The Principal Accountant General (A&E), Punjab, Chandigarh.

Sohal
Joint Secretary Finance

No. 3/39/09-3FPPC/1415

Dated Chandigarh, the 23rd Dec., 2011

A copy is forwarded to :

1. The Chief Secretary to the Government, Punjab;.
2. All the Financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab
3. Resident Financial Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Gurpreet Kaur
Superintendent

No. 3/39/09-3FPPC/1416

Dated Chandigarh, the 23rd Dec., 2011

A copy is forwarded to the: -

1. Secretary to Government of Haryana, Department of Finance, Chandigarh.
 2. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla; and;
 3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.
- for information and necessary action:-

Gurpreet Kaur
Superintendent

No. 3/39/09-3FPPC/1417

Dated Chandigarh, the 23rd Dec., 2011

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 6. All District Treasury Officers and Treasury Officers in the State of Punjab; (100 copies)
 7. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi;
 8. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh ;(500 copies)
 9. Director, Public Relations, Punjab, Chandigarh;
 10. Chief Accountant, Reserve Bank of India, Department of Govt. and Bank Accounts, Central Office C-7, Bandra Kurla Complex, Post Box No.8143, Bandra Mumbai .
- for information and necessary action.

Gurpreet Kaur
Superintendent

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38. President, Retired Teachers and other Pensioners Welfare Association, 259, Kirti Nagar, Ferozepur City.
39. President, Government Pensioners Association,#3018,Sector 28-D, Chandigarh,160018
40. Principal Secretary FinanceUttarakhand-4, Subhash Road, Secretariat Dehradun 248001.
41. Accountant General Uttarakhand, Oberoi Motor Building, Saharanpur Road Majra, Dehradun-248171
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51. Pritpal Singh, President, State Karamchari Cell, BJP, Punjab, B-XXV-1028/4, Basti Jodhewal, Ludhiana (10 Copies)

Gurpreet Kaur
Superintendent

3/9/2011-5ਐਫ.ਪੀ. 2/ 148

ਪੰਜਾਬ ਸਰਕਾਰ
ਵਿੱਤ ਵਿਭਾਗ
(ਵਿੱਤ ਪ੍ਰਸੋਨਲ-2 ਸਾਖਾ)

JWPMS

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ
ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਜ਼ਿਲਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ ਸੱਬ ਡਵੀਜ਼ਨਾਂ ਦੇ ਅਧਿਕਾਰੀ।

ਵਿਸ਼ਾ:-

ਪੰਜਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਿਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਸਵਾਰੀ ਭੱਤਾ ਲਾਗੂ ਕਰਨ
ਸਬੰਧੀ ਸਪਸ਼ਟੀਕਰਨ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ ਦੇ
ਗਸਤੀ ਪੱਤਰ ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/212, ਮਿਤੀ:19.5.2011, ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/217,
ਮਿਤੀ: 20.5.2011, ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/222, ਮਿਤੀ: 20.5.2011, ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/
318, ਮਿਤੀ:16.6.2011 ਅਤੇ ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/699, ਮਿਤੀ:23.11.2011 ਦੀ ਲਗਾਤਾਰਤਾ
ਵਿੱਚ ਸਪਸ਼ਟ ਕਰਾਂ ਕਿ ਛੁੱਟੀਆਂ ਦੌਰਾਨ (ਅਚਨਚੇਤ ਛੁੱਟੀਆਂ ਤੋਂ ਇਲਾਵਾ) Joining Time ਅਤੇ ਮੁਅੱਤਲੀ ਸਮੇਂ
ਦੌਰਾਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਧਿਕਾਰੀਆਂ/ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਵਾਰੀ ਭੱਤਾ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੈ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ
ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸਵਾਸਪਾਤਰ

ਜਸਬੀਰ ਕੌਰ
(ਜਸਬੀਰ ਕੌਰ)

ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/ 149

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 25/4/2012

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ

ਹੈ:-

1. ਮਹਾਂਲੇਖਾਕਾਰ (ਪੜਤਾਲ) ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
2. ਮਹਾਂਲੇਖਾਕਾਰ (ਏ ਐਂਡ ਈ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਜਸਬੀਰ ਕੌਰ
ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ:3/9/2011-5ਐਫ.ਪੀ.2/ 150

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 25/4/2012

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ

ਹੈ:-

1. ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ
2. ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼ /ਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ
3. ਸਥਾਨਕ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਭਵਨ, (Copernicus Marg), ਨਵੀਂ ਦਿਲੀ।

ਜਸਬੀਰ ਕੌਰ
ਸੁਪਰਡੈਂਟ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 3/9/2011-5ਐਫ.ਪੀ2/ 15।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 25/4/2012

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਜ਼ਿਲਾ ਖਜਾਨਾ ਅਫ਼ਸਰ/ਖਜਾਨਾ ਅਫ਼ਸਰ/ਖਜਾਨਾ ਅਫ਼ਸਰ ਸਮੇਤ ਜ਼ਿਲਾ
ਖਜਾਨਾ ਅਫ਼ਸਰ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਸੂਚਨਾ ਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਨਿਰਦੇਸ਼
ਸੁਪਰਡੈਂਟ

No. 18/10/09-4FP2/ 636
Government of Punjab
Department of Punjab
(Finance Personnel Branch-1)

Dated: Chandigarh the: 6/12/12

To

All Heads of Departments,
Commissioners of Divisions,
Registrar High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: - Implementation of the recommendations of the Fifth Punjab Pay Commission -T.A./D.A.

Sir,

I am directed to refer to Punjab Government Circular No. 18/10/09-4FP2/440, dated 31.8.2009 on the subject cited above and after reviewing these instructions. The Department of Finance has rechristened the categorization of employees of the State of Punjab as under:-

<u>Category</u>	<u>Grade Pay</u>
I	Rs.10,600 to above
II	Rs.7,600 to 9,999
III	Rs.5,400 to Rs.7,599
IV	Rs. 3,800 to Rs. 5,399
	Below Rs.3,800

2. These instructions will be effective from the date of issue of this letter.

Yours faithfully,

M Prashar
(Mohinder Singh Prashar)
Under Secretary Finance

Endst. No. 18/10/2009-4FP2/ 637 dated, Chandigarh: 6/12/12

A copy each along with a spare copy is forwarded to:-

- The Accountant General (Audit) Punjab, Chandigarh,
- The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

M Prashar
(Mohinder Singh Prashar)
Under Secretary Finance

Endst. No. 18/10/2009-4FP2/ 638 dated, Chandigarh: 6/12/12

A copy is forwarded to:-

- The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- The Finance Secretary, Chandigarh Administration, Chandigarh.
- All the District Treasury Officers, Treasury Officers/ in the State for information and necessary action.

- (iv) The Director (E & G) Ministry of Finance Department of Expenditure, Pay Research Unit, New Delhi.

Rajiv Bala

Superintendent

I.D.No. 10/10/09-4FP2/ 639

Dated, Chandigarh 6/12/12

A copy is forwarded for information to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Rajiv Bala

Superintendent

Endst. No. 10/10/2009-4FP2/ 640

dated, Chandigarh: 6/12/12

A copy each is forwarded to:

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- (ii) The Registrar, Punjab University, Patiala.
- (iii) The Registrar, Guru Nanak Dev University, Amritsar.
- (iv) The Registrar, Punjab University, Chandigarh.
- (v) The Registrar, Dr. B.R.Ambedkar, Technical University, Jalandhar.
- (vi) The Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana.

Rajiv Bala

Superintendent

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- (ii) All Branches in the Department of Finance.

No.18/10/09-4FP2/ 440
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH-1)

Dated: Chandigarh the: 31 August , 2009

To

All Heads of Departments,
Commissioners of Divisions,
Registrar High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission – T.A./ D.A.

Sir,

I am directed to refer to Punjab Government Circular No. 5/1/98-2FPIV/ 356 Dated 8th May, 1998 on the subject cited above and to say that after careful consideration of the recommendation of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to take the following decisions.

2. (i). Travelling Allowance (TA/DA) : For the purposes of T.A./D.A., categorization of Punjab Government Employees on the basis of Grade Pay shall be as under:

<u>Category</u>	<u>Grade Pay</u>
I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,000 to Rs. 7,599
IV	Rs. 3,800 to Rs. 4,999
V	Below Rs. 3,800

(ii). The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

(iii) Daily Allowance:- The revised rates of daily allowance shall be as under:

(In Rs.)

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non-Hotel rates	B1 Hotel/Non-Hotel rates	B2/ Other Places Hotel/Non-Hotel rates
I	800 400	640 320	480 240	320 160
II	700 300	560 240	420 180	240 120
III	450 250	360 200	270 150	180 100

IV	380	300	230	150
	200	160	120	80
V	300	240	180	120
	150	120	90	60

The other conditions for daily allowance should remain in force: For example:

- a) No allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
- b) Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
- c) A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
- d) No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.

(iv). **Travel Entitlement by Rail/ Air** : The entitlement to travel by Air & Rail shall be as under:

<u>Grade Pay Category</u>	<u>Entitlement by Rail</u>
I	Ist Class A.C./Executive Class
II	Ist Class/A.C. Chair Car/A.C. Two tier sleeper
III	Ist Class/A.C. Chair Car/A.C. Three Tier
IV & V	Second Class Sleeper

Other conditions for travel by train will remain the same.

The entitlement to **travel by Air within India** shall be as under:

<u>Grade Pay Category</u>	<u>Entitlement by Air</u>
I & II	Economy Class
III	Economy Class (On the condition that the distance is more than 500 kms.)

In case of **International travel**, officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(V) Journey by Road :

(a). The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/ motor cycle, A.C. taxi/ taxi/ own car is revised as indicated below:-

<u>Grade Pay Category</u> (1)	<u>Entitlement</u> (2)
I & II	Actual fare by any type of public bus including air-conditioned bus.

OR

At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi.

OR

Actual fare for journeys by autorickshaw.

III

Same as for (I & II) above with the exception that journeys by AC taxi will not be permissible.

OR

At prescribed rates for Taxi/ autorickshaw/ own scooter/ motorcycle/ moped etc.

IV & V

Actual fare by ordinary public bus only.

OR

At prescribed rates for autorickshaw/ own scooter/ motorcycle/ moped etc.

(b). The rate of Mileage Allowance for journeys on bicycle , on tour and transfer, will be Rs. 1.20 per kilometre.

(Vi). Accommodation :-The maximum rates for hotel accommodation / Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under:

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

Classification of City				
	A1	A2	B1	B2/ Other Places
	(Any hotel room upto rupees per day)			
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/ Circuit Houses/ Rest Houses at these places.

(vii). Travelling Allowance on Transfer :Transport charges for the carriage of their personal effects on transfer shall be as under :-

<u>Grade Pay Category</u>	<u>Carriage Entitlement</u>
I & II	Two Trucks
III	One Truck
IV & V	One Truck

(a). The rates shall be fixed for carriage of personal effects by road only. The State transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them atleast annually, If necessary, he may fix separate rates for journey covering smaller distance.

- (b). If an employee transport his personal effects by rail, the existing rules and instructions shall apply.
 - (c). The time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement will be two years.
3. The decisions contained in this letter shall be effective from the First day of August, 2009. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
4. The instructions/ orders issued from time to time on the subject shall be treated to have been modified to the extent of the decisions contained in this letter.

Yours faithfully,

(Om Parkash Bhatia)
Under Secretary Finance
Dated the 31 August, 2009

No. 18 /10 /09-4FP2/ 441

- A copy each along with a spare copy is forwarded to:-
- (i) The Accountant General (Audit) Punjab, Chandigarh;
 - (ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(Om Parkash Bhatia)
Under Secretary Finance
Dated the 31 August, 2009

Endst. No. 18 /10 /09-4FP2/ 442

- A copy each is forwarded to:-
- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
 - (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
 - (iii) All the District Treasury Officers/Treasury Officers/ in the State for information and necessary action.
 - (iv). The Director (E & G) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

Superintendent

I.D. No. 18 /10 /09-4FP2/ 443

Dated the 31 August, 2009

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